

Appointment of  
**MISSION PLAN IMPLEMENTATION  
OFFICER**

Presbytery of Fife

Closing date – 12 noon Friday, 20 September 2024

Job Reference Number: M15/24

Responsible to: Presbytery Clerk – Presbytery of Fife



## About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

## Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of parish ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as deacons, parish assistants, children, youth and family workers, outreach workers, pastoral assistants and community development workers. With support provided centrally from the Faith Action programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



## About the Presbytery

The Presbytery of Fife, previously the Dunfermline; Kirkcaldy and St Andrews Presbyteries covers the entire Kingdom of Fife. The Fife mission plan will reduce ministry numbers from 55.5 to 44.5 full-time equivalent (FTE) Ministry posts. It is envisaged that this will include a mix of Ministers of Word and Sacrament and Ministries Development Staff (MDS); and a significant reduction in the number of ecclesiastical buildings.

The Presbytery Staffing Team includes the full-time presbytery clerk, part-time depute presbytery clerk, mission director, part-time pastoral care co-ordinator, the presbytery buildings officer (joint appointment with the General Trustees), and an administrator. Fife Presbytery has a simple structure with a Business Committee and two boards, the Board of Mission and the Board of Management. The implementation officer will report to the Business Committee.

## Context of the role

From inception Fife has tried to be a 'Supportive Presbytery', seeking as far as possible to unburden Ministers; Elders and Congregations from routine administration and to enable, as effectively and as professionally as possible, the implementation of the approved Presbytery Mission Plan.

The Presbytery of Fife Mission Plan was approved in September 2022 and received General Trustee and National Church Presbytery Mission Plan Implementation Group (PMPIG) approval by November. It became apparent that to meet the requirements of the process there will much adjustment throughout the Presbytery. This includes a significant number of unions, the creation of local mission churches, and the closure of buildings. A Business Process Review identified the need to move Mission Plan Implementation from the Board of Mission to the Business Committee, thereby releasing the Mission Director to focus on missional priorities and to encourage others to engage with mission.

We are seeking an individual who would enable the implementation of the Fife Presbytery Mission Plan, working with the staff team, and colleagues to take forward the process of implementation. The role will include working with the Cluster Groups; Ministers; Kirk Sessions; and Congregations to review; refine and implement the Presbytery Mission Plan (PMP). In addition, this individual will be responsible for drafting and co-ordinating the annual PMP review.



# Role description

## **Title of Post:**

Mission Plan Implementation Officer

## **Responsible to:**

Presbytery Clerk – Presbytery of Fife

## **Purpose of Post:**

To enable the implementation of the presbytery mission plan for Fife Presbytery.

## **Key objectives**

- To enable, as far as possible, the implementation of the mission plan
- To develop interim steps in those areas of the plan where change is on hold
- Encourage and liaise with the cluster groups as they work to build trust and
- implement the plan.

## **Main Duties**

- Be the first point of contact for those involved in ministry and congregations across the Presbytery in aspects of Mission Plan Implementation
- Meeting with local parties and/or Ministers to negotiate the change outlined in the plan in area groupings or within parishes, co-ordinate and provide when appropriate, facilitation between Ministers and between Kirk Sessions and congregations where negotiations require additional support, including conflict management.
- Working in conjunction with the Presbytery Clerk and office, to co-ordinate the implementation of the plan with the ability to prioritise key areas.
- Providing guidance and support for congregations uniting whether in vacancy or with ministers in post and provide information to the Clerk for completion of Basis of Union documentation.
- Working in conjunction with the Clerk and other staff, work with all involved in ministry to enable positive team working within parishes.
- Providing updates for the Presbytery; and requesting resources and training through the Mission and Care Team around the implementation and fulfilment of the Mission Plan.
- Draft and co-ordinate the annual PMP review process.
- Undertake such other duties as may be required from time to time by the Presbytery.

## **Outcomes**

- To enable, as far as possible, the implementation of the Mission Plan.
- To develop interim steps in those areas of the plan where change is on hold.
- Encourage and Liaise with the Cluster Groups as they work to build trust and implement the plan.

## **Additional Duties**

To contribute fully to the appraisal process

## Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

The successful candidate will be qualified to degree level or similar or accredited training in organisational management or human resources management or similar, or significant, relevant and recent work experience in this area. It is also essential that the successful candidate will have:

- Experience/training in change management
- Knowledge of the Church of Scotland, its life and work, structures, procedures, policies and law
- Good IT skills
- Excellent communication skills both online and in-person, using presentations and sharing complex information appropriately
- Able to work with staff team, presbytery members and volunteers
- Ability to work flexibly on evenings and weekends as required
- Experience of organising events, activities and meetings including planning and leadership experience
- Resilient and confident
- Embodies trust through discretion and self-control
- Able to self-motivate and manage varied commitments
- Good time-management skills and scheduling
- Excellent communication and interpersonal skills, including the ability to inspire and motivate others
- A strategic thinker able to organise and prioritise work for effective development
- Enthusiastic and an enabler allowing others to engage with transition and change
- Ongoing commitment to continuing professional development including willingness to work towards qualification and accredited training.

It is also desirable however not essential that the successful candidate has:

- An understanding of theological differences and its role in church relationships
- Experience of strategic and project planning techniques, showing an ability to plan and prioritise work
- Conflict management training

Applications will be assessed in respect of the above criteria.



## Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

### Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

## Terms and Conditions

- Salary is based on the MDS team leader scale of £35,083 - £38,215 per annum pro rata. This is the full-time salary scale and actual salary will be pro rata to 0.5 FTE.
- Normal hours of work will be 18.75 hours per week.
- The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day.
- This is a fixed term post for a period of 18 months.
- The post is based at and supports the presbytery office, based in the Wellesley Centre, Methil, but the postholder will have flexibility to work from home.
- There are five weeks paid leave (187.5 hours pro rata) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours pro rata) annual paid leave
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually.
- Membership of Disclosure Scotland's Protection of Vulnerable Groups scheme will be required.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

**For a confidential discussion regarding the role, please contact Presbytery Clerk: Rev Alec Shuttleworth or by email to [ashuttleworth@churchofscotland.org.uk](mailto:ashuttleworth@churchofscotland.org.uk)**

## How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**