

Appointment of

MINISTRY ASSISTANT FOR THE WEST MAINLAND (CHARGE 1)

Orkney Islands Church of Scotland

Closing date – 12 noon, Monday 31st March 2025

Job Reference Number: M01/25

Responsible to: Parish Minister(s) for Orkney Island Church Charge 1



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 West Mainland (Charge 1) Orkney Islands

Christian worship has been at the heart of Harray, Birsay and Sandwick parish for hundreds of years and is even more central to our life today as the Church reaches out to members, local residents and visitors as well as those with a strong awareness of Jesus' love and those who are searching for answers to those God-shaped questions in their lives

Context of the role

The Ministry Assistant will concentrate time on the first Mark of Mission to proclaim the Good News of the Kingdom, with the postholder largely focusing on Sunday work; but the appointee is part of the Team that, overall, fulfils the five Marks of Mission.

The mission of the Church is the mission of Christ:

- To proclaim the Good News of the Kingdom
- To teach, baptise and nurture new believers
- To respond to human need by loving service
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth



Role description

Title of Post:

Ministry Assistant for the West Mainland (Charge 1) Orkney Islands Church of Scotland

Responsible to:

This is a Faith Action Programme Leadership Team Appointment, but you will be responsible to the Minister(s) of Orkney Island Church of Scotland Charge 1 in the first instance.

Purpose of Post:

The main focus of this role is to be part of the team in delivering the missional responsibility of the local worshipping communities within West Mainland (Charge 1 in the Basis of Adjustment of 2024), and the wider Orkney Islands Parish (where appropriate). The primary role would ideally be leading worship in Charge 1 on 2 or 3 Sundays each month. The other duties listed are the type of work the postholder can expect to undertake but are subject to remaining capacity with individual gifts and experiences being considered. These can be discussed prior to interview.

Main Duties

Worship

- Lead worship on a regular basis.
- Assist the wider ministry team in maintaining and developing existing and new patterns of worship.
- Participate in prayer as the foundational aspect of all that we do.

Pastoral

- Support the local worshipping communities of West Mainland (Charge 1) in meeting their pastoral responsibilities both within the congregation and the wider community.

Church

- Support the church as a place of inclusive, welcoming community.
- Attend West Mainland ministry team meetings and Orkney Islands Core Ministry meetings
- Attend West Mainland Local Worshipping Community meetings as required;
- Attend Kirk Session & NENI Presbytery meetings as required.

Mission

- To be part of the ministry team responsible for new initiatives in outreach with the aim of integrating and nurturing relationships within the parish and local communities.
- To help the ministry team support the local worshipping communities in their engagement with others in the parish.
- To assist the ministry team to develop effective means of communication between the church and the wider community.

Other

- Fully contribute to Faith Action Programme Leadership Team (FAPLT) appraisal processes;
- Keep up to date with the Church of Scotland Safeguarding training.
- Undertake other such duties as may, from time to time, be required.

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.

You will have a relevant qualification in theology/pastoral care/counselling, or similar, or significant, relevant and recent work experience in this area.

The successful candidate will have:

- Experience in leading worship and preaching.
- Knowledge and understanding of the congregational life of the Church of Scotland or a willingness to learn.
- Ability to communicate effectively with others using highly developed interpersonal skills.
- Demonstrable ability to encourage good practice in working with and motivating volunteers.
- Ability to carry out effective and empathetic pastoral care in complex situations.
- Proficient in the use of IT
- Holder of a valid driving license, or access to unrestricted alternative private transport, if required.
- Proven ability to work collaboratively with colleagues and contribute to effective teamwork.
- Ability to work unsupervised with readiness to use own initiative.
- Positive, enthusiastic and motivational with the ability to enthuse others.
- Excellent planning skills with the ability to prioritise work and workload.
- The ability to employ self-care in the setting of appropriate boundaries and time management.
- Able to evidence a willingness to try new initiatives and different ways of working.
- Awareness of and commitment to upholding professional boundaries.
- On-going 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 will have:

- Experience in and a commitment to partnership working, maintaining and developing links with other churches and organisations locally.
- Experience in working with a wide range of church and community groups.
- Ability to engage with people who have little or no church connection.

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 scale of £29,535 - £33,389 per annum. This is the full-time (37.5 hours per week) salary scale and actual salary will be pro rata to 0.25 FTE. The successful candidate will start at point 1 of a 5-point scale and move up the scale in annual increments. Island allowance of £2,114 pro rata will also apply.
- This is a part-time, permanent role working 9 hours 21 minutes per week (0.25 FTE) as agreed locally, 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, including evening and weekend work, and shall normally include Sunday worship.
- The post is based at Milestone Community Church, Vetquoy Road, Dounby KW17 2JE, but the postholder will have flexibility to work some hours from home.
- There are five weeks paid leave (46 hours 45 minutes) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine pro rata statutory holidays. Entitlement increases after five years' service to six weeks (56 hours 6 minutes) 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. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the congregation on a quarterly basis.
- Membership of Disclosure Scotland PVG Scheme will be required.
- It is essential you have the right to work in the UK before applying to work for 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 Rev Kerr Wintersgill on 07884 311349 or 01856 771599

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**