



The Church of Scotland

The Presbytery of Forth Valley and Clydesdale

PRESBYTERY CLERK JOB DESCRIPTION

Title: Presbytery Clerk

Responsible to: Convener of the Business Committee

Managing: The staff team of Administration Officer; Chaplains; Cleaner; Depute Clerk; Education, Training and Development Officer and Mission Officer

Date: July 2024

Context:

The Presbytery of Forth Valley and Clydesdale offers an exciting opportunity for an individual who is visionary, approachable and passionate about mission and reform in the Church of Scotland, and willing to help shape the future of the Presbytery of Forth Valley and Clydesdale to best serve God and our varied communities.

The Presbytery was established on 1 January 2022 when the former Presbyteries of Hamilton and Lanark came together as part of the reform programme established by the General Assembly, and further joined by Falkirk Presbytery on 1 June 2022. With the inspiration of the Holy Spirit, Presbytery seeks to chart a new path to ensure that Presbytery offers care, support and strategic leadership to those with whom we work. The Presbytery Clerk is a key support in this aim. Our Presbytery Plan is now in place and we are working towards its implementation.

The successful candidate for Presbytery Clerk will be required to bring experience of the Church of Scotland, inspirational leadership and a flexibility in working practices to respond to the changing needs of our Presbytery as we meet the challenges of our day.

Our Committee structures have only recently changed, so this is an exciting opportunity to help develop and shape Presbytery for the future.

Main Purpose of the Post:

The objective of the Presbytery of Forth Valley and Clydesdale is 'supporting congregations to share the Good News of Jesus Christ through working with each other, working for each other and being with each other'. As a response to this purpose, Presbytery wishes to ensure that it is appropriately resourced and guided so that Presbytery shapes and builds its missional efforts as expressed in the Presbytery Mission Plan. As part of a team, working with staff, Presbytery as a whole and through its Committees, the Presbytery Clerk exercises a pastoral concern for ministries and congregations in order that Presbytery can effectively accomplish the work of mission within its bounds.

Main Duties:

1. The Presbytery Clerk will share in the leadership of Forth Valley and Clydesdale Presbytery:
 - a) as principal advisor to the Presbytery and its officials, committees and members;
 - b) as principal administrator of the life and work of the Presbytery;
 - c) by carrying out the tasks and duties delegated to her or him by the Presbytery;
 - d) by supporting the work of the Presbytery's officials, committees and congregations;
 - e) by working with others to offer pastoral support to those in ministries within Presbytery; and
 - f) by enabling the Presbytery to communicate internally and externally efficiently and effectively.
2. The Presbytery Clerk will report to and be line managed by the Convener, whom failing the Vice-Convener, of the Business Committee.

3. **Re- Advisor (Above- 1a):** The Presbytery Clerk will:



- a) have current knowledge and understanding of what the Church of Scotland believes its priorities to be and assist the Presbytery and its congregations in deciding how these priorities might shape their life and witness;
 - b) advise the Presbytery how it might adapt to ensure that it remains as effective as possible in resourcing the mission of the local church;
 - c) have current knowledge and understanding of best practice in governance and line management, and advise the Presbytery and its officials, committees, members and congregations how they might adapt to ensure that their work remains efficient and effective;
 - d) provide the Moderator, the Business Convener, other office bearers and committees with knowledgeable guidance on Church Law, practice, procedure and precedent, seeking and providing advice on civil law compliance as appropriate and in liaison with the Law Department.
- 4. Re- Administration of Presbytery (Above-1b):** The Presbytery Clerk will;
- a) administer the Presbytery in accordance with Church law, practice and procedures of the Church of Scotland and standing orders of Forth Valley and Clydesdale Presbytery;
 - b) act as line-manager for Presbytery employees or as Presbytery directs;
 - c) provide effective and supportive line and performance management for Presbytery staff, ensuring that all staff have the skills, development and support with which to perform to the best of their abilities including, where appropriate involvement in appraisal and ensuring posts and remits meet the needs of the Presbytery;
 - d) facilitate the business of Presbytery as agreed by the Business Committee and the Moderator, producing and distributing agendas, collating reports, keeping minutes and circulating Presbytery papers;
 - e) plan Presbytery services as directed, in consultation with the Moderator and others as appropriate;
 - f) attend meetings of committees and groups as required.
- 5. Re- Delegated tasks and duties (Above- 1c):** The Presbytery Clerk will;
- a) act in accordance with the law, procedures and practices of the Church of Scotland and standing orders of Forth Valley and Clydesdale Presbytery;
 - b) execute all tasks and fulfil all responsibilities effectively and efficiently.
- 6. Re- Supporting the work of Presbytery (Above 1d):** The Presbytery Clerk will;
- a) facilitate the work of the Business Committee and the other committees of Presbytery in the delivery of the Presbytery's objectives and, in particular, encourage and enable collaborative working and liaison among committees;
 - b) to achieve a), be familiar with the current work and agendas of those committees and offer guidance and advice, as required, ensuring there is no duplication of effort through a thorough knowledge of committee functions, remits and on-going work;
 - c) with the Business Committee and other committees, participate in planning and delivering future strategy and development of the Presbytery, and, in particular, have an overview of how all aspects of Presbytery's life and work are being developed, time-lined and supported;
 - d) work with the Presbytery's Moderator, offering support, advice, guidance and resources as appropriate;
 - e) report to the Business Committee;
 - f) provide an appropriate response to complaints and to instances of conflict and potential conflict;
 - g) should any complaints or conflicts arise, facilitate their early resolution, or where this is not appropriate or not possible, address them according to the laws, policies, procedures and practices of the Church of Scotland;
 - h) will, on behalf of Presbytery, liaise with the Principal Clerk's office and other appropriate Forums and committees of the Church, facilitating positive relationships and seeking advice and guidance as appropriate;
 - i) ensure Presbytery is appropriately represented within the Church of Scotland, keeping the Presbytery, the Moderator and relevant committees informed of decisions taken as necessary.
- 7. Re- Pastoral Support (Above 1e):** The Presbytery Clerk will;
- a) along with others, make sure support is offered to all those engaged in the various ministries recognised by the Church of Scotland, developing knowledge of the ministries, parishes and other areas of church work within the bounds of the Presbytery;



- b) exercise, where appropriate, in confidential liaison with those providing pastoral care, pastoral support for ministries and congregations, including Chaplains, within the Presbytery; and
- c) liaise with the Church's central pastoral care structures as appropriate.

8. Re-Communications and Liaison (Above 1f): The Presbytery Clerk will;

- a) oversee and facilitate excellent communication both externally and internally;
- b) act as the Presbytery Data Protection controller;
- c) assist in the development of positive working relationships with the wider Church and other Presbyteries and congregations;
- d) assist in developing positive relationships with other Christian denominations, other faiths and with the civic authorities;
- e) ensure maintenance of risk assessments, risk management and Risk Register;
- f) ensure maintenance of all aspects of Safeguarding.



PRESBYTERY CLERK PERSON SPECIFICATION

<i>Skills, abilities and knowledge</i>	Desirable	Essential
Current in-depth knowledge and understanding of Church Law, practice and procedure of the Church of Scotland.		X
Strong leadership skills with the ability to advise committees on best practice		X
Ability to navigate complex and ambiguous issues		X
Excellent communication skills both written and verbal with the ability to present information, influence and negotiate		X
Up-to-date IT skills with knowledge of MS Office packages or similar		X
Strategic thinker with ability to see the 'bigger picture'		X
Highly organised with the ability to delegate as necessary		X
Proven line management experience and experience of leading and managing a team and willingness to undertake a current line-management course		X
Working knowledge of data protection and an understanding of its application	X	X
Understanding of the need for and use of websites and social media platforms	X	
Knowledge of other Christian denominations and faith groups		
<i>Personal Qualities</i>		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010 and in sympathy with the values and ethos of the Church of Scotland		X
Enthusiastic and proactive with ability to create positive relationships, enthuse and encourage others		X
Proven ability to work collaboratively with colleagues and contribute to effective team working through building credibility, rapport and strong working relationships		X
Pastoral and supportive with the ability to use judgement and tact and maintain confidentiality		X
<i>Educational Requirements</i>		
Qualified to degree level or similar in a relevant subject or significant, recent and relevant work experience in a similar area		X
On-going commitment to continuing professional development	X	

Terms and Conditions:

- The annual salary for the post is £52,000 paid in monthly instalments.
- This is a full-time post with 37.5 hours worked per week. The post will require some evening and weekend working.
- The post will be based at the Presbytery Office in Hamilton but the postholder will have some flexibility to work from home depending on requirements.
- There are 29 days annual leave in each full holiday year that runs from 1 January to 31 December. This provision increases to 34 days after 5 years' service. There are also 6 statutory holidays.
- A pension scheme will be made available to the successful candidate, full details of which will be given following an offer of employment.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme (PVG) in relation to working with protected adults and children.
- 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.

How to apply:

If you are interested in applying for this role, you are invited to have an informal discussion with the Rev Robert Allan, Business Convener on 07895 388644 or RAllan@churchofscotland.org.uk

The closing date is 12 noon on Wednesday, 15 January 2025.

Applications should comprise:

A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role as outlined in the job description. If successful, references will be sought.

A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

Applications without a CV and personal statement will not be taken forward in the process. Each document should be a maximum of two sides of A4.