



Perth North Church
Mill St/209 High Street
Perth
PH1 5PB
Telephone: (01738) 622298
Email:
info@perthnorthchurch.org.uk

Our aim is to know Christ and make Him known | Our mission is to live it, tell it, share it

Job Description: Pastoral Assistant

Title of Post:	Pastoral Assistant (part-time, 15 hours per week)
Organisation:	Perth North Church
Salary:	£11,000 - £13,000
Length of contract:	3 years initially, continuation subject to funding
Location:	Perth and environs
Responsible to	The Minister of Perth North Church

Main Purpose of Job

- To lead the development and implementation of a model of pastoral care, in collaboration with the Minister and Kirk Session, that is nurturing of the congregation of Perth North Church and people in our Parish.

Main Duties

- Be responsible for identifying, selecting, recruiting, and supervising pastoral care volunteers
- To train, encourage and enable a team of volunteers whose remit is the delivery of pastoral care
- To assist the Minister, where appropriate, in the conduct of funerals and with bereavement support
- Maintain an accurate record of appropriate contact which complies with Data Protection requirements and other administrative duties relevant to the role
- Ensure that Safeguarding Procedures are always followed

- Undertake additional duties relevant to the role as reasonably required by the Employer and in agreement with the Line Manager

Additional Duties

To engage with and support other church activities as appropriate

To prepare and submit regular reports for the Kirk Session

Our responsibilities to you will include

- Providing financial remuneration for the specific purpose of External Pastoral Supervision
- Providing opportunities for personal development and relevant training

The remit of the Pastoral Assistant will be reviewed and revised initially at 3 months and at regular intervals thereafter.

Skills, abilities and knowledge	Essential	Desirable
Ability to carry out effective and empathic pastoral care	√	
Experience of working with and motivating volunteers	√	
Ability to work sensitively with a wide variety of people in different settings	√	
Ability to build and maintain effective working relationships	√	
Ability to plan effectively, implement plans and prioritise work and workload	√	
Ability to implement policies and procedures in accordance with relevant current legislation	√	

Broad based Christian faith and an ecumenical and open approach to working alongside people	√	
Administrative skills in planning and organising		√
Ability to impart and share basic knowledge of IT and Social Media for promotion of work		√
Holder of valid driving licence or access to unrestricted alternative private transport if required		√
Experience of monitoring, record keeping and report writing		√
Listening Skills	√	
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	√	
Positive and enthusiastic outlook with an ability to motivate others	√	
High level of communication and interpersonal skills	√	
Openness to embracing change and acknowledging diversity	√	
Autonomous practitioner who is flexible and willing to work within a team, sometimes as leader, sometimes as team member	√	
Collaborative and flexible outlook to working with colleagues and other agencies	√	

Qualifications and Training		
A relevant qualification or training or relevant and recent work experience in the area of Pastoral Care	√	

Terms and Conditions: Pastoral Assistant

- The salary scale will be £10,140.00 per annum. The salary will normally be reviewed annually on 1st January. The first review for this post will be 1st January 2024.
- Normal hours of work will be 15 hours per week. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Parish Minister, may vary from day to day, or week to week.
- The post is home-based.
- There are 5.8 weeks of annual paid leave in each full holiday year which includes an allowance for Public Holidays. The leave year which runs from 1 January to 31 December. Entitlement is based on full weeks worked.
- Travel expenses by public transport or by use of own car will be at rates as agreed by the Employer and reviewed annually. Car mileage will be paid by the Employee in the first instance and reclaimed from the Employer on a quarterly basis. Travelling expenses will be calculated from the Employee's home address if living within Perth City, or Perth North Church if living elsewhere.
- The Employer has a workplace pension scheme. The Employee will be automatically enrolled in the scheme as required by legislation. The Employer will contribute 5% of gross earnings. The Employee will contribute at least the minimum required by legislation.

Closing Date: 12 Noon on 15th October 2022

How to Apply

Applications should be sent by email to Dr Dot Weeks, clerk to the Pastoral Assistant Working Group, e-mail: dotweeks@gmail.com

and must be received by 12 noon on the closing date. Applications should comprise:

- A personal statement, outlining how your skills, knowledge, experience and personal qualities match the requirements of the role outlined in the job description.
- The names and email addresses of two referees, who will not be contacted until later in the process.
- A full CV, including relevant qualifications, alongside a full employment history showing positions held, responsibilities and relevant achievements.

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 2 sides of A4.

The interviews for this post will take place on **20th October 2022**.

The successful applicant will commence work as soon as is practicable, subject to satisfactory references and PVG disclosure check

For further information or informal enquiries, please contact:

Rev Kenneth Stott by e-mail KStott@churchofscotland.org.uk or by telephone 01738625728