

JOB DESCRIPTION

Title of post: Outreach Parish Assistant, Granton Parish Church

This is a part-time post, and normal hours of work will be up to 18.75 hours per week.

Responsible to: This is a Ministries Council appointment, but you will be responsible to the Parish Minister and, in the first instance, to the Interim Moderator.

Closing Date: Friday 19th July 2024

Main Purpose of Post:

- To assist the current ministry team with many aspects of work in the parish.

Granton is a large parish, (population 12,793) serving the communities of Granton, Wardieburn and Royston in NW Edinburgh, all with varying needs. The newer Waterfront areas are expanding rapidly with a number of active building projects currently underway which will house a generally more affluent group

There are a significant number of people living in poverty mainly in the older parts of the parish and Granton is on the supplementary list of Priority Area Parishes. The Scottish Index of Multiple Deprivation shows that large parts of the Granton area are in the 10% most deprived with Royston (our immediate locality) being in the 5% most deprived.

MAIN DUTIES

1. To identify and utilise opportunities to build and develop meaningful and lasting relationships between the church and people in the growing community.
2. Working with the Outreach Group, to take the lead in organising community and outreach activities.
3. Identify, recruit, lead and motivate volunteers to take part in outreach activities and develop and sustain a volunteer base to support existing and new outreach work.
4. Use social media and other outlets to regularly promote church and community-based activities and keep up to date with the Church of Scotland Safeguarding training and keep up to date with mandatory Church of Scotland training.
5. To regularly attend and occasionally participate in worship.
6. Attend Kirk Session meetings and provide termly reports of work undertaken and future plans.
7. To contribute fully to the Ministries Council appraisal process.
8. Make regular contributions to the internal and external communication channels.
9. Contribute fully to the Ministries Council appraisal process.
10. To undertake such duties as may be required from time to time by the Parish Minister or Interim Moderator.

Person Specification

	Essential	Desirable
Skills, abilities and knowledge		
Ability to communicate with a wide range of ages and socio-demographic communities, including those who have little or no church connection.	✓	
Experience in working with families		✓
Experience in planning and delivering events.	✓	
Experience in working with and motivating volunteers	✓	
Comfortable in a variety of different congregational settings, including formal, informal and interactive.	✓	
Experience in using social media platforms.	✓	
Comfortable in sharing the gospel message.		✓
Personal qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	✓	
Ability to communicate effectively with others using highly developed interpersonal skills.	✓	
Good oral and written communication skills.	✓	
Ability to work unsupervised with readiness to use own initiative.	✓	

Proven ability to work collaboratively with professional colleagues and volunteers and contribute to effective team working.	✓	
Openness to and able to evidence different ways of working and trying new initiatives.	✓	
Ability to work sensitively with a wide variety of people in different settings.	✓	
Educational requirements		
Educated to Diploma level (or above) in theology, community development or related field or significant experience (including as a Church Elder) or relevant and recent work experience in this area.	✓	
Ongoing commitment to continuing professional development including willingness to work towards qualification and accredited training.	✓	

- Salary is based on the MDS scale £27,443 - £31,024 pro-rata
- This is a part-time post and normal hours of work will be up to 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, including evening and weekend work.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage will be paid by the Employee in the first instance and re-claimed from the congregation on a quarterly basis.
- In view of the nature of the post, the postholder will be required to have members of the Protecting Vulnerable Groups Scheme.

Informal enquiries can be made to Dan Docwra, Session Clerk, Granton Parish Church
Email – ddocwra@gmail.com mobile 07903 104557

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