

Presbytery of Lothian and Borders

Appointment of Presbytery Clerk

Overview of role

The Presbytery of Lothian and Borders ([Presbytery of Lothian and Borders](#)) offers an exciting opportunity for someone who is visionary, approachable and passionate about mission and the work of, and reform in, the Church of Scotland and who is willing to help shape Presbytery to best serve God and its communities.

The Presbytery was established on 1 January 2023 when the former Presbyteries of Duns, Jedburgh, Lothian and Melrose and Peebles came together as part of the reform programme established by the General Assembly.

Currently the Presbytery consists of 86 congregations in 57 charges; however as we continue to implement our Mission Planning process this may change. We have developed a set of planning principles in order to bring one cohesive Presbytery plan into being.

The successful candidate will lead a team consisting of a part-time Administrator and a full-time Mission officer as well as working closely with the Buildings Officer appointed by both the Presbytery and the General Trustees. We are seeking an individual who will bring experience of the Church of Scotland, inspirational leadership and flexibility on working practices to respond to the changing needs of our presbytery. The Presbytery Clerk is a key support to those serving in our parishes, such as Ministers, Deacons, MDS, Readers and voluntary office bearers.

The successful candidate will be expected to live within the bounds of the new Presbytery to facilitate an understanding of the needs of the people we serve.

Job Description

Job Title:	Presbytery Clerk
Responsible to :	Convener of the Presbytery Council
Managing:	Staff team including a full-time Mission Officer, a part-time Administrator and Presbytery Buildings Officer
Commencement Date:	TBC

Main purpose of Post

The objective of the Presbytery of Lothian and Borders 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 needs to be appropriately resourced and guided in order to build its missional efforts in accordance with our constitution and our Presbytery Mission Plan. Working with paid staff, Presbytery as a whole and 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

To facilitate the working of these aims, the Presbytery Clerk will therefore:

- Support, encourage and coordinate the work of Presbytery in a manner consistent with Presbytery’s objectives.
- Work with the Presbytery’s Moderator supportively, offering guidance and resources, as appropriate.
- Work with the Presbytery staff team and participate in planning and delivering the missional purpose of Presbytery, including future strategy and development and, in particular, have an overview of how all aspects of Presbytery’s life and work are being resourced, time-lined and supported.
- Assist the Mission Officer in the formulation of arrangements to allow appropriate preparation, consultation and the allocation of resources in the delivery of the Presbytery’s objectives, ensuring collaborative working between staff, committees and others.
- Work with the Presbytery Administrator to maintain records of decisions and maintain the good order of Presbytery.
- Liaise closely with the Presbytery Buildings Officer to maintain well equipped spaces in the right places.
- Work for the Presbytery as head of staff with line manager responsibility for all other Presbytery staff.

- Develop knowledge of the ministries, parishes and other areas of church work within the Presbytery bounds, offering support and guidance as appropriate and acting as a conduit to the work of the Presbytery staff.
- Work for the business of Presbytery by giving guidance on church law, policy, procedures and practice as appropriate.
- Work for the Presbytery in interactions with the Principal Clerk's office and other national officers, facilitating positive relationships and seeking advice and guidance as appropriate.
- Work for the Presbytery by fulfilling the duties assigned to the Presbytery Clerk by Acts of the General Assembly. This shall include an appropriate response to complaints made against members of Presbytery and members of the staff team and to instances of conflict and potential conflict within Presbytery and, if possible, facilitate their early and amicable resolution or, if such is not possible, to resolve them in a manner which is consistent with formal processes.

The Presbytery shall initiate a review of this post six months and twelve months after the substantive appointment to assure itself as to consistency with achievement of aims and objectives of Presbytery and thereafter annually.

Skills abilities and knowledge	Essential	Desirable
Comprehensive knowledge of Church law, policy, procedures and practice	X	
Understanding of the role of Presbytery and its operational practices	X	
Well-developed leadership skills, experience and understanding of modern management practices	X	
Effective IT skills	X	
Excellent communication skills appropriate to the needs of Presbytery especially in terms of minutes, agendas, reports and other documents	X	
Ability to work flexibly at evenings and weekends as required	X	
Experience of strategic project planning techniques	X	
Experience of organising events and activities	X	
Can demonstrate involvement in strategic development of mission at the regional or national level		X
Personal Qualities		
A committed Christian with a live Church connection (This is a Genuine Occupational Requirement in terms of the Equality Act 2010)	X	

Has a heart for mission and people	X	
Excellent communication and interpersonal skills including the ability to inspire and motivate others	X	
A strategic thinker able to organise and implement effective development	X	
Discreet	X	
Approachable.	X	
Flexible with the ability to adapt approach dependent on situational and organisational requirements	X	
Energy and creativity	X	
Ability to undertake difficult conversations	X	
Strong record of working collaboratively with lay and employed people		X
Education		
A degree or equivalent qualification	X	
A management qualification		X

Terms and Conditions

- The salary will be £52,000 per annum, subject to annual review, paid in monthly instalments and is pensionable.
- This is a full-time post with 37.5 hours worked as required over 7 days. The post will require some weekend and evening working.
- The post will be based in the applicant's home.
- 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 days.
- The successful candidate will be offered the opportunity to join the Church of Scotland Central Services Committee Pension Plan. Full details will be provided separately.
- 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.
- 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 required to provide document(s) confirming their eligibility to work in the United Kingdom.

How to apply:

Applications should be sent by email to helenhowden149@gmail.com (currently Moderator of the Presbytery) marked "Application for Presbytery Clerk of Lothian and Borders" and must be received by noon on the closing date below.

Applications should comprise:

A personal statement, outlining how your skills, experience and personal qualities match the requirements of the role as outlined in the job description. If successful, references will be sought. The names of 2 referees should be provided.

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.

Closing Date: 19th January 2026