



Job Description

Title of the Post: Presbytery Support Officer, Clèir Eilean Ì (The Church of Scotland in the Highlands and Hebrides)

Responsible to: Presbytery Clerk

Date: March 2026

Main Purpose of the Post: To support the work of Presbytery and the Presbytery Clerk and engage with those within Presbytery to provide efficient administration, manage processes and deliver a welcoming and friendly service.

Context of Post

This role is wide ranging in its function and so enthusiasm, flexibility, creativity and approachability are essential.

The Presbytery Support Officer will play a key role in shaping the experience of Ministers and volunteers when they contact the Presbytery for support and using their experience and excellent IT skills to ensure the 'office' runs smoothly and efficiently.

The Presbytery Support Officer will work closely with the Presbytery Clerk to ensure that those within the Presbytery are well resourced and supported.

Main Duties

Presbytery Support

- Support the effective operation of Presbytery, as agreed with the Presbytery Clerk and Business Committee.
- Develop appropriate timetables, systems and documentation for Presbytery Mission Plan annual reviews, supporting mission districts and congregations throughout the processes.
- Assist the Presbytery Clerk in the planning of effective Presbytery meetings, services and other events as directed.
- Attend meetings of committees as required including providing appropriate administrative support, as agreed with the Clerk.

- Assist the Presbytery Clerk in the support of the ministry of all those engaged in the recognised ministries of the Church of Scotland, providing support as necessary and encouraging the accessing of appropriate pastoral care.
- Build relationships of trust with members of Presbytery to ease discussions and aid difficult conversations where these may be necessary.
- Assist the Presbytery Clerk in dealing with situations of potential conflict, where possible facilitating early for an amicable resolution.
- Develop productive and effective relationships with Presbytery staff members.

Administration Management

- In close collaboration with the Presbytery Clerk, determine effective processes, practices and communication methods to support the effective running of the Presbytery 'office'.
- Operate the Presbytery Information Management System (PIMS).
- Primary point of contact for queries.
- Provide administrative support for, and co-ordinate where appropriate, the administrative tasks of the Presbytery.
- Provide appropriate administrative support for Presbytery's interactions with local congregations, including regular planned communication.
- Ensure the Presbytery website is maintained and regularly updated with new material, operating in conjunction with the provider.
- Undertake general administrative duties, such as:
 - Maintaining and updating Presbytery and associated congregational records
 - Taking and collating minutes
 - Organising diaries and making appointments
 - Carrying out information gathering and presenting findings

And any other reasonable and associated tasks as assigned by the Presbytery Clerk.

Person Specification

Skills, Abilities and Knowledge	Essential	Desirable
Significant administrative experience including minute taking and diary management	√	
Strong organisational and time-management skills with an ability to effectively manage a busy workload with conflicting priorities	√	
Computer literate with effective IT skills and a working knowledge of Microsoft Office Software, databases and website management	√	
Knowledge and understanding of workplace policy and practices eg GDPR and document management	√	
Ability to deal with confidential information and material in a professional and proficient manner	√	
Proven ability to be calm and resourceful in sensitive and complex contexts maintaining trust and confidentiality	√	
Ability to encourage others through challenging situations	√	
Knowledge of the Church of Scotland, its life and work, structures, procedures, policies and law		√
Experience of administering the business of a large and complex members' organisation		√
Experience of working with and supporting volunteers within an organisation		√
Experience of project planning techniques		√
Willingness to learn, if unable to understand or speak Gaelic		√
Personal Qualities		
Excellent communication and interpersonal skills with a strong customer service focus	√	
Friendly, approachable manner demonstrating patience with people and situations	√	
Ability to work unsupervised with the readiness to use own initiative and judgement	√	
Proven ability to work collaboratively with colleagues	√	
Willingness to learn new skills and be adaptable		
Have sympathy and respect for the Christian ethos	√	

Terms and Conditions:

- The salary scale for the post is £35,963 - £39,714 per annum. The successful applicant will start on point 1 of the scale and will progress on an incremental basis based on the anniversary of employment.
- The post is permanent, and full-time working 35 hours per week. The working pattern will be discussed and agreed with the successful candidate. The post will require some infrequent evening and weekend working.
- The post will be home based.
- There are 30 days annual leave in each full holiday year that runs from 1 January to 31 December. There are also 9 days statutory holidays.
- For eligible employees, the post offers access to the Church of Scotland Presbytery Defined Contributions pension scheme.
- 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:

Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by noon on the closing date.

Applications should comprise:

- a personal statement outlining how your skills, experience and personal qualities match the requirements of the role as set out in this job description. Two referees should be named; references will be sought if you are successful at interview. This should be no more than two sides of A4.
- a full CV (in addition to the personal statement). This should include details of educational and professional qualifications alongside a full employment history, showing positions held, responsibilities and relevant achievements. This should be no more than two sides of A4.

Applications without both a personal statement and a full CV will not be taken forward.

For informal enquiries about the role, please contact the Rev Ann Inglis, Staffing Convener ainglis@churchofscotland.org.uk

The closing date is 12 noon on Monday 27 April 2026.