The Church of Scotland

Appointment of

NATIONAL STEWARDSHIP CONSULTANT

Stewardship and Finance

Closing date – 12 noon, 23 November 2026

Job Reference Number: 2226

Responsible to: Stewardship Team Leader



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Central Services Committee

Providing the support functions to the Church and to the Councils of the Church, the Central Services Committee (CSC) recruit for areas such as Central Properties, Human Resources, IT, Law and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly, Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its Forums, Committees, Presbyteries and Congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

Grace - Acting with humility in all our endeavours
Integrity - Acting with honesty, responsibility and accountability
Respect - Valuing others, ensuring inclusiveness and equality
Professionalism - Demonstrating commitment and striving for excellence
Collaboration - Working together to connect and communicate in an open and transparent environment
Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



About the Department

The Stewardship and Finance team supports the Church by providing accounting services to the Church's national bodies, and stewardship and finance assistance to congregations and presbyteries. The team comprises qualified and part-qualified accountants, support staff and regionally based stewardship consultants.



Role description

Title of Post:

National Stewardship Consultant

Responsible to:

Stewardship Team Leader

Purpose of Post:

To teach, facilitate, promote and support Christian stewardship throughout the Church of Scotland.

Main Duties

The responsibilities and duties described below are not exhaustive. Other duties of a similar type and at a similar level are expected from time to time as directed by the Stewardship Team Leader.

- To assist with the creation and development of teaching and promotional resources for the education, promotion and advancement of Christian Stewardship throughout the Church of Scotland.
- To contribute to the development of a position of financial sustainability for congregations wherever possible and to an improved financial position in those places where self-sustainability is not yet realistic. This will include offering advice on areas such as personal giving, grant funding, fundraising, digital giving methods, legacy giving and Gift Aid.
- To plan and facilitate engaging teaching sessions, including online events, to enthuse and enable local church office bearers and members in their practice of Christian stewardship.
- To assist with the sharing and facilitation of stewardship resources and tools to equip and enable congregations.
- To engage with and visit congregations by invitation, within a given region(s), to encourage the teaching and promotion of Christian stewardship primarily through the resources provided or recommended by the Stewardship Team.
- To present resources and teaching in person through presbytery meetings, worship services, kirk sessions, stewardship conferences, online webinars and other platforms, in order to engage effectively with the wider Church on all aspects of stewardship.
- To direct congregations to internal and external sources of funding and support.
- To develop specialisms and expertise to support evolving areas of work, shorter-term projects and national initiatives.
- To engage with wider stewardship developments and emerging thinking through reading, events, conferences and theological reflection, in order to be well informed, professional and contemporary in approach.
- To contribute to the Stewardship Team's strategy and goal setting processes to ensure clarity of vision and purpose.
- To work collaboratively within the Stewardship Team: attending team meetings, sharing ideas, seeking to bring to fruition the agreed strategy and using agreed tools that are conducive to efficient working and evaluation.
- To engage fully with the Church of Scotland's learning and development programmes, personal development reviews and other relevant processes and training.

Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

The successful candidate will have:

- Educated to SCQF Level 9 or five years' relevant experience.
- An understanding and experience of the Christian faith and the Biblical basis of Christian stewardship.
- Ability to design, plan and manage engaging and effective in-person and online events.
- A confident communicator both in written and spoken communication.
- Excellent organisational and time management skills.
- Confident in the use of IT packages including MS Word, Excel and Teams.
- Conversant with modern forms of communication including social media, websites and online meeting platforms.
- Ability to interact and deal with people from a range of backgrounds and with different views.
- Ability to inform and enthuse.
- Ability to reflect, analyse and discern.
- A current driving licence.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	**Employer Contribution**
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit (linked to membership of the pension scheme).

Terms and Conditions

- The full-time salary scale for this post is £43,906 - £48,539 per annum. The successful applicant will start on point 1 of the scale and will progress on an incremental basis on 1 July of each year. Pro rata the starting salary will be £26,343.60.
- This is a part-time post working 21 hours per week, the typical working pattern can be agreed with the successful candidate and whilst much of the work will be carried out during normal office hours, the role does involve regular evening and occasional weekend work. The postholder will be expected to work such hours as are required for the efficient and conscientious discharge of their duties and responsibilities. A system of flexi time applies to this post.
- The post is home-based with regular travel throughout Scotland. Whilst the post-holder will have particular responsibility for engaging with and visiting churches in a given region, the post is primarily a national one. It should be noted that the team is making increased use of technology to engage remotely wherever possible and appropriate.
- There are 29 days of annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked and is pro-rated for part-time employees. This provision increases to 34 days after 5 years' service. There are also six statutory holidays, pro-rated for part-time employees.
- The National offices at 121 George Street, will close for the period 25 December, reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi-leave; to cover this period.
- The successful applicant will have the opportunity to join a defined contribution pension scheme.
- 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.
- An employment medical check will be undertaken as part of our recruitment process.

For a confidential discussion regarding the role, please contact Pauline Wilson, Stewardship Team Leader, pwilson@churchofscotland.org.uk

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

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 two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**

