The Church of Scotland
The Presbytery of Forth Valley and Clydesdale

Title of the Post: Assistant Presbytery Clerk (0.5FTE)

Responsible to: Presbytery Clerk

Managing: No staff management responsibility

Date: November 2026

Overview:

The Presbytery of Forth Valley and Clydesdale offers an exciting opportunity for an enthusiastic and proactive Assistant Presbytery Clerk to join our Presbytery office team. As a relatively new Presbytery, Forth Valley and Clydesdale encompasses around 90 congregations from Falkirk to the Clyde Valley and East Kilbride to Biggar and is supported by the Presbytery Office Team situated in Hamilton.

Working closely with the Presbytery Clerk, you will play a key role in supporting the smooth day-to-day operations of our Presbytery. Your attention to detail, excellent communication skills, and positive approach to relationship building and problem-solving, alongside a solid knowledge of the structures, laws, and polity of the Church of Scotland will be essential as you contribute to the efficient working of the Presbytery Office Team.

Your role will play a vital part in supporting the delivery of best practice in governance for Presbytery and Congregations alike. Alongside this, The Presbytery Office also often works with individuals and congregations in challenging or painful situations and in these instances a pastoral and confidential approach is essential.

We value the wellbeing of all our staff, encouraging a healthy work/life balance as well as creating an ethos of values-based team working and a culture of respect and loving kindness towards everyone whom we serve.

Main Purpose of the Post:

To support the Presbytery Clerk in ensuring the effective working of Presbytery and the implementation of its mission statement to support congregations to share the Good News of Jesus Christ by working for each other, working with each other and being with each other.

Main Duties

- Work alongside the Presbytery Clerk in the ongoing development of a mutually supportive, Christ-centred, missional Presbytery.
- Assist the Presbytery Clerk in the planning and clerking of effective Presbytery meetings, services and other events as directed
- Share with the Clerk attendance at National and Presbytery meetings
- Work closely with designated Presbytery Committees and groups, providing guidance and support to Conveners
- Support the effective operation and good governance of Presbytery, as agreed with the Presbytery Clerk and Business Committee
- Assist the Presbytery Clerk in providing advice and pastoral support to Ministries and Office Bearers as necessary
- 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 and amicable resolution
- Support the Presbytery Clerk, deputising as required, particularly in holiday absences but also on specific projects and tasks, as agreed
- Develop productive and effective relationships with Presbytery staff members

- Any other appropriate duties

Person Specification

The successful candidate will possess an appropriate mix of the following skills and qualifications:

Skills, Abilities and Knowledge	**Essential**	**Desirable**
Educated to degree level or equivalent professional qualification relevant to the role	✓	
Knowledge of the Church of Scotland, its life and work, structures, procedures, policies and law	✓	
Understanding of the role of Presbytery and its operational practices, and recent experience of a Presbytery	✓	
Highly developed interpersonal skills and a talent for effective communication	✓	
Experience of administering the business of a large and complex organisation, including working with volunteers or office bearers	✓	
Skilled in managing conflict, mediation and/or negotiation	✓	
Experience of strategic and project planning techniques		✓
Experience of delivering and managing change		✓
Experience of organising events and activities		✓

Personal Qualities	**Essential**	**Desirable**
A committed Christian, with a live church connection (this is a Genuine Occupational Requirement in terms of the Equality Act 2010)	✓	
Excellent communication, active listening, and interpersonal skills, including the ability to inspire and motivate others	✓	
Flexible, with the ability to adapt approach dependent on situational and organisational requirements	✓	
Proven ability to work collaboratively with others and to contribute to effective team working	✓	
Ability to think creatively	✓	
Ability to work flexibly at weekends and evenings as required	✓	
Experience of organising events and activities	✓	

Terms and Conditions:

- The annual salary for the post is £35,963 – £39,714 pro rata.
- This is a part-time post with 18.75 hours worked per week which is 0.5FTE. The post will require some evening and weekend working.
- This is a 3 year fixed term post, with the possibility of extension depending on funding.
- The post will be based at the Presbytery Office in Hamilton but the postholder will have some flexibility to work from home depending on requirements.
- 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 holidays. These are pro-rata for the part-time hours.
- A pension scheme will be made available to the successful candidate, full details of which will be given following an offer of employment.
- 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.
- 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 the HR team through recruitment@churchofscotland.org.uk and must be received by noon on the closing date below.

Applications should comprise:

A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role as outlined in the job description. If successful, references will be sought.

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.

For informal enquiries about the role, please contact Fiona Crawford, Presbytery Clerk on 01698 285672 or **FCrawford@churchofscotland.org.uk**

Closing date: 12noon on Wednesday 25 November 2026

Interviews: will take place early December 2026