



THE CHURCH OF SCOTLAND

MINISTRIES COUNCIL

JOB DESCRIPTION

Title of Post:	Partnership Development Co-ordinator - Glenrothes Area Covenanted Partnership
Responsible to:	This is a Faith Nurture Forum appointment, but you will be responsible to the Covenanted Partnership Steering Group and will be line managed by the Mission Director, Fife Presbytery.
Date:	April 2021
Main Purpose of post:	<p>To co-ordinate the shared work of the Glenrothes Area Covenanted Partnership. This is a partnership of six charges in the Glenrothes area: Glenrothes: Christ's Kirk, Glenrothes: St Columba's, Glenrothes: St Margaret's, Glenrothes: St Ninian's, Leslie: Trinity and Markinch & Thornton. As part of the presbytery plan, these congregations have entered into a partnership agreement to work together and share in mission to the Glenrothes area.</p> <p>This is an exciting new journey for the Glenrothes Area churches, but we have learned from other similar partnerships that one of the biggest challenges is communicating effectively and encouraging shared progress. This post is fundamental to missional partnership activities and developing closer cooperation. We believe it is important that the coordinator role is separate from the existing ministry teams and structures.</p>

MAIN DUTIES

- To work with the Ministers, Interim Moderators, MDS staff, Kirk Sessions and others within the congregations to progress shared mission activities and to promote the partnership.
- Inspire and encourage people in the partnership to continue to work together creatively and missionally.
- Draw up the agenda and chair the meetings of the steering group of the Covenanted Partnership churches and maintain a record of decisions.
- Support the Community Mission Audit and become familiar with the different contexts of the churches within the partnership.
- Build relationships and encourage sharing.
- Promote and communicate partnership activities, including through the web and social media.
- Monitor progress on shared activities, reporting to the Steering Group and retaining information for the annual partnership review.
- Encourage all those involved in the partnership to honour their commitments.

- Be aware of good practice and creative forms of mission in other churches and contexts, including in other church partnerships, including ecumenical partnerships and share these with the Steering Group.
- Promote the partnership and build relationships within the community and with partner organisations.
- As appropriate, speak to Kirk Sessions, congregations and others about partnership activities.
- Contribute fully to the Ministries Council appraisal process.
- Undertake such other duties as may be required from time to time by the Steering Group.

Person Specification: Partnership Development Co-ordinator

	ESSENTIAL	DESIRABLE
Skills, experience and knowledge		
Highly developed interpersonal skills with ability to communicate information and influence	✓	
Ability to encourage, support and enable others	✓	
A commitment to partnership working, developing and maintaining links with other churches and organisations	✓	
Experience in engaging with people in the local community	✓	
Excellent planning skills with the ability to prioritise work and workload	✓	
Good administrative skills, including IT competency in Microsoft Office, web and social media	✓	
Significant, demonstrable evidence of working flexibly	✓	
Holder of valid driving license or access to unrestricted alternative private transport as required	✓	
Experience of planning and leading effective projects to implementation		✓
Personal Qualities		
Committed Christian with a live Church connection and a belief in the work of the Church of Scotland. This is a Genuine Occupational Requirement in terms of the Equality Act 2010.	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working	✓	
Awareness of personal boundaries	✓	
High level of integrity and confidentiality	✓	
Creative thinker and self-starter	✓	
Ability to work unsupervised with readiness to use own initiative	✓	

Educational requirements		
Qualified to degree level or similar or accredited training in community development, or significant, relevant and recent work of a similar nature	✓	
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	✓	

Terms and Conditions: Partnership Development Co-ordinator

- Salary is based on the scale £25,624 to £28,968 pro rata per annum. The successful candidates will start at point 1 of a 5 point scale and move up the scale in annual increments
- This is a part time post and normal hours of work will be 18 hours and 45 minutes per week, the nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Steering Group, may vary from day to day. The working hours will require some evenings and Sunday mornings to enable the MDS worker to be involved in worship.
- The post may be based in a church office or similar location in Glenrothes. However, there will be flexibility to work at home where appropriate.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays. Entitlement increases after 5 years' service to 6 weeks pro rata annual paid leave.
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the Congregation/Presbytery on a quarterly basis.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups 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.

Informal enquiries can be made to Rev. Alan Kimmitt - Alan.Kimmitt@churchofscotland.org.uk

Closing Date: 12 noon, Friday 21 May 2021

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 include names and email addresses of two referees, who 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 2 sides of A4.