

Appointment of

PARISH ASSISTANT

Jordanhill, Blawarthil and St Columba Gaelic, Presbytery of Glasgow

Closing date – 12 noon Wednesday 8th April 2026

Job Reference Number: M08/26

Responsible to: Parish Minister, Jordanhill, Blawarthill and St Columba Gaelic



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.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.

Context of the role

The role will allow the linkage and minister to increase the scope and capacity of the outreach of the parish.



Role description

Title of Post:

Parish Assistant

Responsible to:

Parish Minister, Jordanhill, Blawarthill and St Columba Gaelic

Purpose of Post:

To assist the Minister and Kirk Sessions in leading worship, and developing and delivering a range of pastoral services which aim to support individuals and families, and increase participation in community and congregational life.

Main Duties

Pastoral Care

- Work with others in identifying individuals and families who require practical and emotional support, and to offer support, including pastoral care.
- Undertake pastoral visits to people in their homes, in hospital, or in care.
- Involvement in funerals and offering bereavement support.

Congregational Support

- Lead and assist weekly congregational worship.
- Engage with church organisations as needed.
- Enable members of the church family to use their gifts in the life of the congregations, including encouraging and supervising volunteers following all Safe Recruitment processes.

Community Outreach

- Liaise and assist with the cluster group and projects as necessary.
- Reach out to the community to create stronger engagement in worship.

Additional Duties

- Any other reasonable duties as may be appropriate or as directed by the Minister/line manager.
- To report regularly to the Kirk Sessions and congregations.
- To contribute fully to the Ministries Council supervision and appraisal process.
- To communicate to the Presbytery, information, and vision for the work at least half yearly.
- To contribute fully to the appraisal process.
- Any other reasonable duties as may be appropriate or as directed by the line manager.



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:

- The ability to carry out effective and empathetic pastoral care.
- Experience of planning and delivering times of worship.
- An understanding of a broad range of Christian issues and perspectives and ability to communicate these.
- Experience of supporting, and motivating volunteers, with an understanding of safe recruitment.
- The ability to sensitively build and maintain effective relationships with individuals of all ages in a variety of settings.
- The ability to plan effectively and to prioritise tasks and workload.
- Knowledge and understanding of the congregational life of the Church of Scotland.
- IT literacy including use of Microsoft 365.

And will bring:

- A positive and enthusiastic outlook, with ability to motivate others.
- An ecumenical and open approach to working in partnership alongside people in church and community settings.
- The ability to communicate effectively with others using highly developed interpersonal skills.
- Openness to and able to evidence different ways of working and trying new initiatives .
- Proven ability to work unsupervised with readiness to use own initiative as a self-starter.
- The ability to work collaboratively and contribute to effective team working.
- A qualification or accredited training in theology/pastoral ministry or be ordained in the Church of Scotland or significant, recent and relevant work experience in these areas.
- Accreditation, or willingness to undertake training, in worship leading, including funerals.
- On-going commitment to continuing professional development, and to engaging with any relevant training opportunities.

It is desirable but not essential to have:

- Experience of funerals and bereavement support.
- Experience of schools work or chaplaincy.
- An understanding of the place of Gaelic within the Church of Scotland.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS 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.

Terms and Conditions

- Salary is based on the MDS scale of £30,274 - £34,224 per annum. This is the full-time salary scale and actual salary will be pro rata to 0.5 FTE.
- Normal hours of work will be 18.75 hours per week.
- The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day but will include each Sunday.
- This is a permanent post.
- The post is based within the office space at Blawarthill and Jordanhill.
- There are five weeks paid leave (187.5 hours pro rata) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours 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.
- Membership of Disclosure Scotland PVG Scheme will be required.
- 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 asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

For an informal discussion about the role please contact Rev Bruce Sinclair 0141 959 1310 or bsinclair@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**



