

## Burnside Blairbeth Church of Scotland

### Pastoral Assistant. JOB DESCRIPTION

The congregation of Burnside Blairbeth Church are seeking to appoint a part-time pastoral assistant to replace our pastoral associate who is retiring.

Responsible to: This is a local appointment by the Kirk Session of Burnside Blairbeth Church. Thus the pastoral assistant will be employed by the Kirk Session of Burnside Blairbeth Church.

The post is advertised for 20 hours per week although this is flexible and negotiable for the right applicant.

#### MAIN DUTIES of the post.

##### Pastoral Care

- To oversee the pastoral networks by which the Kirk Session pastors the congregation.
- To provide pastoral care on behalf of the congregation to individuals in their homes, within church groups and in care facilities etc.
- To provide pastoral care within the context of groups/events in the life of the congregation e.g. coffee morning, mothers and toddlers group etc.
- Contribute to Ministry Team meetings

#### Other duties

- Undertake such other duties as may be required from time to time by the Minister as part of the Ministry Team

Pastoral Assistant Skills, abilities and knowledge	essential	desirable
A practicing Christian who is actively involved in a church. (Genuine Occupational Requirement in terms of the Equality Act 2010)	*	
Someone who has a warm presence, to whom people will relate easily and who enjoys spending time with people. You will be able to relate to people of a variety of ages and backgrounds.	*	

Experience in some form of pastoral capacity.	*	
Someone who is sensitive to and able to maintain confidentiality and understands the importance of maintaining boundaries.	*	
Effective at self-motivating and self-managing.	*	
The successful applicant will be expected to become a member of the Burnside Blairbeth congregation and will be subject to a satisfactory PVG check.	*	

### Key elements of the position.

- The successful applicant will have a named line manager.
- There will be a six-month mutual assessment period.
- The salary (for 20-hour post) will range from £13,000 to £ 15,000 depending on experience. This will be reviewed annually by the staff committee following annual appraisal
- Confidentiality is essential.
- 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.
- There are 5 weeks annual paid leave pro rata in each full holiday year which runs from 1 January to 31 December.

If you would like further information about this post, please email William Wilson at [wwilson@churchofscotland.org.uk](mailto:wwilson@churchofscotland.org.uk)

Application is by submission of a cv to the above email address and the closing date is 31<sup>st</sup> July 2019.