



THE CHURCH OF SCOTLAND

Presbytery of Kirkcaldy

Vacancy

Title of Post: Depute Presbytery Clerk and Administrator

Responsible to: Presbytery Clerk

Date:

Main Purpose of Post: To act as Depute Presbytery Clerk and provide support to the Presbytery Clerk and other Presbyters in fulfilling the work of the Presbytery.

Main duties:

- Create and maintain the Presbytery Year Book and Directory, sending out updates as and when necessary
- Deputise for the Presbytery Clerk as required
- Along with Presbytery Clerk, monitor the Clerk's e-mail
- Produce Minutes of Business Committee meetings
- Produce attendance sheets for all Presbytery meetings
- Collate, format and send out Presbytery Papers prior to meetings
- Help set up for Presbytery meetings
- Produce Minutes of all Presbytery meetings for sending to all Presbyters
- Produce Precis of all Presbytery meetings for sending to all Presbyters and Session Clerks
- File and maintain Presbytery records in the office in St Bryce Kirk
- Manage the Presbytery Information Management System (PIMS) which includes dealing with Office Bearer Returns, Statistical Returns and General Assembly Commissioners
- Manage the Presbytery website
- Assist in ensuring all communications go out and are returned timorously (e.g. GA Commissioners, Inspection of Records, Presbytery Elders etc)
- Maintain confidentiality and pastoral sensitivity
- Act with the Clerk, Moderator(s) and Business convener in making urgent or sensitive decisions
- Provide other administrative support to Presbytery Clerk and Presbytery as required.

Person specification

Essential:

- Proficiency in using Microsoft Office Software
- Experience of creating and maintaining records of various types
- Experience of maintaining filing systems for use by others
- Good communication skills, both written and spoken
- Maintaining confidentiality
- Pastoral sensitivity

- An understanding of the Church of Scotland and an interest in the work of Presbytery

Desirable:

- Experience of entering data into online systems
- Experience of web site maintenance
- Experience of dealing with conflict
- Knowledge of church law

Terms and conditions

Location : Negotiable. Some home working possible. The Presbytery will provide a laptop.

Type: Permanent

Working hours: 150-200 hours per annum @ living wage (currently £8.25). Payment will be made through the St Bryce Kirk Office upon receipt of invoice for hours worked and any additional expenses.

Due to the nature of the role and the timing of Presbytery meetings, both the time commitment and the duties will vary considerably through the year. The employee will be required to work flexibly with some evening working.

For information, Presbytery meets at 7.00pm in St Bryce Kirk on the first Tuesdays of March, September and December and the last Tuesday of June. It also meets on the first Tuesday of November, usually in the Moderator's church, for the Celebration of Communion and in Conference, with only urgent business being discussed. The Business Committee meets at 1.30pm on the Tuesday before Presbytery, also in St Bryce Kirk.

Who to apply to: Alan Kimmitt, Presbytery Clerk
40 Liberton Drive
Glenrothes
Fife
KY 6 3PB

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Closing date: Saturday 31 October 2017