



The Church of Scotland

Appointment of

# **CHILDREN AND FAMILIES WORKER**

Kincardine Coastal Church, Presbytery of North East and Northern Isles

Closing date – 12 noon Thursday, 9th October 2025

Job Reference Number: M13/25

Responsible to: Parish Minister



## 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.



## About the Parish

Kincardine Coastal was formed by bringing together the parishes of Portlethen and Newtonhill. The new parish has a population of around 13,000 people.

We are seeking a part-time MDS Children and Families worker to join our ministry team, and support children, families and carers. The new parish includes five primary schools and Portlethen Academy which at present has 850 teenagers on the roll.

We are looking for someone who has a passion for mission ministry and outreach to young people and their families and carers and will bring enthusiasm and energy to the role. The successful candidate will be prayerful and have discernment, and vision for God's work.

# Role description

## **Title of Post:**

Children and Families Worker

## **Responsible to:**

Parish Minister

## **Purpose of Post:**

To encourage the participation of families in the life of the congregation.

To support and develop ministry and outreach to young people, families, carers, and outreach to local schools within the new parish

## **Main Duties**

- To help us find ways of drawing children, families and carers, including those already using our church building into the worshiping and community life of the Congregation.
- To inspire and support the Christian faith adventure of families within our community.
- To help us support and strengthen our community by providing and enhancing existing affordable events for families.
- Build and develop collaborative working relationships with schools, organisations and groups involved with children, young people, and families.
- To help the church and community reduce social isolation of families.
- To seek to be supporting families in making life choices that build on healthy living, emotional and physical wellbeing.
- Networking with existing groups already working with families in the parish boundary.
- Developing and running new events.
- Identifying funding opportunities which will help to sustain this work in the longer term.
- Communicate to the Kirk Session and congregation, information and vision for the work and attend Kirk Session meetings where appropriate.
- Expected to attend worship twice per month to engage with the congregational life of the church.
- Meet regularly with the Line Manager and Ministry Team.

## **Additional duties:**

- To communicate to the Presbytery, information, and vision for the work at least half yearly.
- To contribute fully to the appraisal process.

## 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:

- Experience in working with children, young people and families.
- Experience in setting up, publicising and running events for children and families.
- Ability to build strong connections quickly and establish relationships.
- A good understanding of the issues that affect children and families and can relate to them.
- Ability to engage with people who have little or no church connection.
- Experience of working with social media platforms and openness to and able to try different ways of working and new initiatives, and new technology.
- The ability to encourage good practice in recruiting, working with and motivating volunteers.
- The ability to work unsupervised with a readiness to use their own initiative but also have a proven ability to work collaboratively with colleagues and contribute to effective team working.
- Excellent communication skills both written and oral.
- Good administrative and IT Skills.
- An awareness of the requirements of safeguarding in the church.
- Ability to work flexibly at evenings and weekends as required.
- Ability to work sensitively with a wide variety of people in different setting.
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.
- Qualification in a relevant subject OR significant, recent and relevant work experience.

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 £29,535 - £33,389 pro rata 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.
- This is a permanent role
- The post is based at Newtonhill and Portlethan churches
- 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.

**Informal enquiries can be made to Rev Tose Shayamunda,**

**email: [tshayamunda@churchofscotland.org.uk](mailto:tshayamunda@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**