



Houston & Killellan Kirk

Title: Admin Officer
Hours: Part time (12 hours per week)
Salary: £8, 500 per annum

This important new role will support the kirk session and minister with record keeping, communication and general admin tasks. We see this role as essential in supporting the development of our worship, mission and witness across the parish.

We are looking for someone who is organised, can follow direction and also use their own initiative within their role.

You will help in a coordination role for various rota's which relate to worship responsibilities of elders and church members and will work with a diverse group of people to achieve this. You will also manage the bookings and administration in relation to the hire of our buildings.

Your role will also include updating our website and social media channels, and managing the publication of the church magazine. Managing our main communication channels, you will ensure our systems are up to date in relation to hire of our buildings and you will also be able to answer enquiries or pass on where appropriate to others within the church.

These are main elements of the role and are not an exhaustive list of tasks. You will support all aspects of admin within the scope of the role in consultation with your line manager.

If you are interested and want to apply, send a CV, covering letter and names for 2 references to:

sowens@churchofscotland.org.uk

For informal enquiries contact Rev Steven Owens on 07578128980 or on the email above.

Closing date is 3rd October 2025 with interviews for successful applicants week of 20th October 2025.



Houston & Killellan Kirk

Title of post:	Admin Officer
Responsible to:	This post is locally funded and therefore the post holder will be responsible to the Kirk Session. The minister will provide line management.
Hours:	12 hours per week, flexible in consultation with line manager. Office based with flexibility.
Date approved:	September 2025
Main purpose of post:	To support the minister and kirk session with administration tasks.

AIMS & OBJECTIVES

- Maintaining Church records, contact lists, distribution lists, databases and directories which are managed under Church of Scotland GDPR policy.
- Manage the church email address for general enquiries and respond or re-direct as appropriate.
- Coordinate church database for contact details, hall bookings and various church rota's.
- Produce our church magazine alongside supporting the management of our social media channels and other formal and informal communications, coordinating content from a variety of contributors.
- Ordering of materials across all church buildings such as cleaning materials, printing and photocopying, etc.
- Collating and circulating reports written by team leaders where needed.
- Any other duties as required which are commensurate with the role and always in consultation with line manager.



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PERSON SPECIFICATION

SKILLS, ABILITIES, KNOWLEDGE	Essential	Desirable
Experience in a similar role or relevant qualifications which relate to the main tasks associated with the role		X
On-going commitment to continuing professional development	X	
Ability to engage with a variety of stakeholders both internally and externally	X	
Experience in updating websites/social media		X
A proven track record in a comparable role		X
Demonstrable ability to work creatively within the scope of the role		X
An ability to work on your own or within a team	X	
Excellent communication skills appropriate for engagement with a diverse range of people	X	
Knowledge and experience of using relevant IT systems effectively, safely and as appropriate to the role	X	
PERSONAL QUALITIES		
It is not a requirement to be a Christian to undertake this role, however, you will have an awareness of, and be respectful of the values of a church organisation	X	
You will have a commitment to supporting others which will help the church fulfil its role in the community and beyond	X	
You will be willing to work flexible hours to fulfil the role	X	
You will have an awareness of professional and personal boundaries and understand how to develop effective relationships whilst maintaining confidentiality	X	



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SELECTED TERMS AND CONDITIONS

- Contract: Post holder will be subject to a 6-month probationary period.
- Remuneration: The annual salary for the post will be £8, 500. This is pro-rata for the hours of the post at 12 hours per week.
- Pension: The post holder will receive statutory appropriate contributions to pensions.
- Other: Membership of the Disclosure Scotland PVG Scheme will be required.

In order to comply with the Asylum and Immigration Act 1996, the applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

The post holder will comply with all health and safety requirements and procedures laid out within the Church of Scotland Safeguarding procedures.