



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Parish Assistant of Corstorphine: Old and New Parish Church
Responsible to:	The Kirk Session through the line manager
Date:	Aug. 2025
Main Purpose of post:	The Parish Assistant serves as a key member of the ministry team in the new union of Corstorphine: Old and New Parish church. The PA's ministry is a practical, pastoral, and missional role focused on service to the community, particularly to those who are vulnerable, marginalized, or in need.

MAIN DUTIES

- **Children and Young Family Ministry:** Being involved in school chaplaincy with a particular emphasis on the service element, supporting Seasons for Growth, PEEPS, transition work, developing and enhancing existing and future relationships in the primary schools. Developing holiday clubs, messy church and other family ministry activities as they develop including locally facilitating the Growing Young initiative.
- **Community Outreach Development:** Supporting the development of missional community initiatives.
- **Worship and Liturgy:** Sharing in the preparation and leading of weekly worship, including traditional and family style services, in conjunction with the two ministers, musicians and members of the congregation.
- **Pastoral Care:** Sharing pastoral care across the parish including conducting funerals and bereavement care.
- **Team Work:** Contribute positively within regular team meetings, sharing and supporting the work of colleagues.

Person Specification:

Skills and Experience	Essential	Desirable
Ability to carry out effective and empathetic pastoral care	✓	
Experience of ministering to families and developing appropriate activities Ability to work sensitively with a wide variety of people in different settings	✓	
Experience of setting up, developing, and evaluating programmes and activities	✓	
Ability to engage with people who have no church connection Experience of taking funerals or participating in taking them including bereavement care	✓	
Experience in planning and conducting worship in a variety of settings	✓	
Demonstrable ability to encourage good practice in recruiting, working with and motivating	✓	
Experience in school works including chaplaincy		✓
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	✓	
	✓	
Broad-based Christian commitment and an ecumenical and open approach to working alongside people in church and community settings	✓	
Ability to communicate effectively with others using highly developed interpersonal skills	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working	✓	
Ability to work unsupervised with readiness to use own initiative		
Training and qualifications		
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	✓	

Terms and Conditions

- Salary is 28,000 per annum.
- This is a full time role with normal hour of work being 37.5 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 week to week but will include Sundays
- This is a fixed term appointment of 6 months from date of appointment.
- The post is based at Corstorphine: Old and New Parish Church with travel throughout the parish.
- There are five weeks paid leave 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.
- 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.

We would welcome applications to be sent to the Old Parish church office at corold@aol.com, with a cv, covering letter and the name of two referees by Friday 29th September.

For any more information or for a confidential discussion please get in touch with Rev Moira McDonald mmcdonald@churchofscotland.org.uk .