

PRESBYTERY OF PERTH
JOB DESCRIPTIONS OF STAFF

PRESBYTERY CLERK

Rev Dr John Ferguson

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Play a leading role in the strategy and mission of the Presbytery in line with current Church of Scotland priorities.

- Co-ordinate the work of Presbytery, ensuring the effective operation by providing appropriate support to and collaboration with the Moderator, Committee Conveners and congregations.
- Ensure that there is no duplication of effort through a thorough knowledge of committee functions and remits.
- Give knowledgeable guidance on Church Law, practice, procedure and precedent and seek advice on compliance with civil law requirements.
- Provide or arrange pastoral support and practical care to all engaged in recognised Church of Scotland ministries and to congregations within the bounds of the Presbytery, liaising with the Church's central pastoral care structures as appropriate.
- Administer or ensure the administration of all aspects of Presbytery and Committee meetings, help plan Presbytery services and inspirational plenary meetings.
- Act as Clerk to the Business Committee as well as producing and distributing minutes, agendas, reports and any other documentation required for meetings of the Presbytery.
- Ensure appropriate record-keeping and reporting by Committees.
- Assist the Treasurer in formulating a budget which will allocate appropriate resources required for function of all aspects of the Presbytery's work.
- Undertake the role of Data Controller for the Presbytery.
- Liaise with the Principal Clerk's Office and other Forums and Committees of the Church, facilitating positive relationships and seeking advice and guidance as appropriate.
- Ensure that the Presbytery of Perth is appropriately represented within the Church of Scotland nationally, and that decisions taken and information given by the Forums and Committees is distributed to Presbytery members.
- Oversee complaints process made against members of Presbytery, facilitating early and amicable resolution, or if such is not possible, resolving them in a manner which is consistent with the formal processes of Presbytery and of the Church of Scotland.
- Provide an appropriate response to instances of conflict and potential conflict in Presbytery matters.
- Act as Head of Staff in charge of the Presbytery Office with line manager responsibility for other employees, and collaboration with the Buildings Officer who will be line-managed centrally.

- Ensure good internal and external communication including oversight of the Presbytery online presence.
- Maintain appropriate links with other denominations, faith groups, the civic community and the media.

PRESBYTERY ADMINISTRATOR

Edward Morton

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- Organise and appropriately resource the Presbytery Office;
- Provide reception cover within the Presbytery Office;
- Provide appropriate administrative support for meetings of Presbytery;
- Provide appropriate administrative support for meetings of Presbytery Committees;
- Provide administrative support for, and co-ordinate where appropriate, the administrative tasks of the Presbytery;
- Provide appropriate administrative support for Presbytery's interactions with local congregations, including regular planned communication;
- Undertake general administrative duties, such as:
 - Maintaining and updating Presbytery and associated congregational records;
 - Collating minutes;
 - Organising diaries and making appointments;
 - Carrying out information gathering and presenting findings;
 - Maintaining the Presbytery Information System database.

PRESBYTERY BUILDINGS OFFICER

Jamie McNamara

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Key objectives

The key objectives of the Buildings Officer role are to support the presbytery and congregations in:

- discharging their maintenance and statutory compliance responsibilities in respect of the ecclesiastical buildings within their bounds and care, including the undertaking of inspections
- improving and developing their church buildings and facilities to be fit for purpose for the needs of their ministry and mission
- implementing various programmes of planned, cyclical and legally required maintenance to their buildings

Main Duties

The day-to-day responsibilities of the Buildings Officer will be to:

- Carry out condition surveys of ecclesiastical buildings and prepare written reports using standard forms, and undertake dilapidation inspections of redundant buildings.
- Help congregations organise church property reactive repairs and maintenance, which will involve engaging with a wide range of suppliers and building contractors. Assist congregations to ensure building maintenance and development projects remain within agreed scope and approved funding parameters.
- Help congregations organise and report on programmes of planned, cyclical and legally required maintenance based on five-yearly inspection reports, condition surveys and ensure relevant compliance responsibilities are drawn up and implemented with due consideration of available funds and resources.
- Review applications for financial assistance for fabric works from congregations to assist presbyteries in forming a recommendation for approval or otherwise.
- Help congregations ensure that contractors comply with standards for health and safety management on all projects, including: establishing clear working practices consistent with the General Trustees Safe Buildings Team; monitoring for adherence at critical junctures throughout a contract; reviewing on completion; and effecting improvement in future practices through informed comments from contractors, end users and external consultants.
- Maintain a project database for maintenance contractors (including large, one-off projects) with continued monitoring against programme, cost plans, quality and safety standards.
- Undertake periodic reviews of service delivery, attending to direct complaints of procedural failure, and implement with a consistent approach the improvement to operational structures and processes identified as necessary and representing value for money.

PRESBYTERY CONGREGATIONAL SUPPORT OFFICER

Rhona Nicol

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- To maintain a detailed knowledge of OSCR (Office of the Scottish Charity Regulator) and the Church of Scotland central offices in regard to compliance with the legal requirements of charity accounts.
- To analyse and interpret trends in congregational income and reserves to inform financial planning in the Presbytery.
- To maintain financial procedures within the Presbytery to ensure the integrity, completeness and relevance of financial information and prevent misappropriation of funds.

- To offer administrative support to the Church of Scotland Stewardship Consultant for the Presbyteries of Clyde, Fife and Perth in promoting effective Stewardship in congregations within Presbytery.
- To deliver appropriate financial training and support for every level of congregational finance.
- To act as a point of support and advice for Congregational Treasurers, signposting them to central office finance team as appropriate.
- To aid congregations in applications for financial support.
- To aid the Presbytery Buildings Officer in budgeting at all levels of property work and development projects.
- To promote awareness of good Safeguarding practice.
- To provide appropriate support to Presbytery Trainers and collaborate with the Safeguarding Trainer in the Safeguarding Department of the Church of Scotland.
- To Provide appropriate support and oversight for Congregational Safeguarding coordinators.
- To perform audit and quality assurance of the annual records inspection
- To ensure regular updated information is provided for the Presbytery website and, where appropriate, social media.
- To publicise Safeguarding events.
- To share good practice between congregations.
- To ensure the quality of Safeguarding practice and documentation in collaboration with the Safeguarding Department of the Church of Scotland.

PRESBYTERY COMMUNICATIONS OFFICER

Ruth Rankin

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- Work collaboratively across the Presbytery to identify and secure copy, and be responsible for the development and production of a bi-monthly E-Bulletin.
- Public Relations: Using a variety of mediums, generate 'good news stories' and other editorial copy to support the mission of the Presbytery of Perth, liaising with journalists to get media coverage.
- Working across the Presbytery, identify opportunities to use photography and video to capture 'stories, generate curiosity and interest and give information' using a more visual approach and seeking appropriate consent to do so.
- Provide advice and guidance on media coverage for events and emerging issues/crises, and respond to media requests including the press, and where appropriate, prepare media statements liaising with the Church of Scotland central communications team where appropriate.