



**THE CHURCH OF SCOTLAND**  
**DALMENY AND QUEENSFERRY PARISHES**

**JOB DESCRIPTION**

**Pastoral Team Leader**

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**Title of Post:** Pastoral Team Leader (part time), Dalmeny linked with Queensferry Church of Scotland Parish Churches

**Responsible to:** This is an appointment of the Dalmeny and Queensferry Kirk Sessions. You will be supported by and accountable to the Parish Minister and Kirk Sessions

**Date:** **June/July 2022**

**Part time hours:** The appointment is for 25 hours per week (0.67 FTE).

**Main Purpose of Post:**

The Dalmeny and Queensferry congregations seek an enthusiastic and motivated individual to develop and lead our Pastoral Teams across our two parishes, as part of a team including the parish minister, and volunteers. The remit of the post builds on the work undertaken by volunteers over many years. The role will focus on leading and developing our teams of volunteers in both churches to provide pastoral, emotional, spiritual and social support to make a real difference to the lives of the elderly and vulnerable members of our church and community. The role will also involve strengthening our links with local groups in health, social care and voluntary settings.

The Team Leader will work closely as part of our ministerial team, including the minister, pastoral visitors and children and families worker, demonstrating Christian values and principles whilst developing a cohesive service to those in need in our area.

**Location:**

Dalmeny and Queensferry are fast-growing communities a few miles north-west of Edinburgh.

The district has a strong local Community Council health group, a long established Queensferry Churches Care in the Community project, a local dementia singing group, a community GP surgery with an associated mental health team and a retirement housing complex.

We are in the process of developing a 'mission district' of parishes in our local area and there may be opportunities to enhance our links with these groups and with other churches and teams nearby.

## **Duration of post:**

This post is a pivotal role in our church life for which we see a continuing and increasing need. The new post holder will be offered an initial term of 3 years with the possibility of extension following a review of ministries across our own and neighbouring parishes.

## **Main Areas of Responsibility**

### **Leadership and development of our pastoral teams**

Work with our existing teams of volunteers to develop, lead and coordinate our support to vulnerable people in our church family. This will include:

- Promote links to church activities and build relationships with those who attend our cafe and other church groups.
- Lead our Pastoral Care Team meetings alongside the minister.
- Develop innovative ways of finding, encouraging and training volunteers to lead and support existing and new initiatives.
- Promote pastoral care training and development for our existing teams and others as required.
- Liaise and work with our ministry team including our churches' children and families worker.
- Build and develop our links and relationships with other local churches and their ministry teams.

### **Further Develop our Community links and contacts**

Liaise with our community groups and contacts and develop links and innovative ways of working together to provide pastoral support to the elderly and vulnerable in our community. This will include:

- Developing further our links with the dementia support group.
- Providing bereavement support including supporting an existing six-week course for the recently bereaved in our community.
- Developing links with our local Community Council Health Team and GP surgery.
- Knowing when and how to signpost vulnerable people to relevant and existing community groups.

### **Other regular team commitments**

- Undertake pastoral care visits or calls to identified people in need at home
- Co-ordinate weekly delivery of flowers from the Churches.
- Carry out hospital and care home visits as appropriate.
- Provide support for the annual thanksgiving and remembering service.

## Specific job skills

You will have:

- Experience in engaging with and working with the elderly and their families, at a level that is appropriate to different audiences.
- Proven ability to identify, support and develop volunteers, and to create an environment which promotes creative thinking about new ways of building relationships and engaging with the elderly and their families.
- An understanding of the diverse requirements of an ageing population, including those with acquired neurological conditions e.g. dementia and stroke.
- Ability to work within a team, to be an effective team member and demonstrate leadership skills in team situations.
- Willingness to work in partnership with other local churches and denominations, and with our partners in the community.
- Ability to facilitate small groups to help them plan and organize specific initiatives.
- Ability to use appropriate IT applications (e.g. Microsoft Office Word, Outlook and PowerPoint).
- Ability to use a range of media (including social media, and online meetings) to develop both in person and on line teaching.

### Person Specification: Pastoral Team Lead

Skills, abilities and knowledge	Essential	Desirable
Experience of and ability to relate to and communicate with the elderly and their families, both within and outwith our church family	√	
A commitment to partnership working and maintaining and developing links with the local community	√	
Strong planning and organisational skills	√	
Ability to think and act creatively	√	
A proven track record in creating and equipping successful and enthusiastic teams	√	
Experience of ministry to people with acquired neurological conditions e.g. dementia, and stroke	√	
Experience of employment in a team ministry		√
Experience of working with the voluntary sector		√

Personal Qualities	Essential	Desirable
<p>A committed Christian with a living personal faith in Jesus as Lord, and a willingness to subscribe to and promote the faith, beliefs and ethos of the employing churches and the organisations we work with (This is a genuine occupational requirement under the Equality Act 2010)</p> <p>Excellent interpersonal skills: 'a people person'</p> <p>Demonstrable ability and commitment to lead and motivate a team</p> <p>Excellent communication skills across all ages and backgrounds, both in person and using a range of media</p> <p>A flexible and adaptable approach to work</p> <p>Dependable and able to carry out agreed actions in a timely fashion.</p> <p>A sense of humour</p> <p>Approachable and can relate to all in a genuine manner, maintaining confidentiality where appropriate</p> <p>Self-motivated with the ability to motivate others</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

Educational Qualifications	Essential	Desirable
<p>Educated to degree level or equivalent</p> <p>Proven record of undertaking relevant study</p>	<p>√</p>	<p>√</p>

**Vacancy:** Pastoral Team lead

**Terms and Conditions:**

- This is a part time post of 25 hours per week (0.67 FTE)
- Remuneration will be based on the Church of Scotland Ministry Development Staff scale which is currently £26,136 to £29,547 pro rata per annum (£17,424 to £19,696). The starting point on the scale will depend on qualifications and experience. Salary will be reviewed annually.
- The post is based in Dalmeny Kirk and Queensferry Parish Church, where office/meeting accommodation and some administrative support will be provided, but with flexibility to work from home where appropriate.
- While normal hours of work will be 25 hours per week, at times agreed with the line manager, the nature of the work may call for a degree of flexibility.
- There are 5 weeks pro rata annual paid leave in each full calendar year, 1 January to 31 December. Entitlement is based on full weeks worked. 9 pro rata statutory holidays are extra to this annual entitlement.
- The work base will be in Queensferry and Dalmeny. Travel expenses from here, by public transport or by use of own car for all works associated with the role, will be at rates as agreed by your Employer and reviewed annually.
- The post holder will be required to become a member of the Protection of Vulnerable Groups (Scotland) Scheme and the appointment will be subject to a satisfactory enhanced PVG Scheme Disclosure.

**Application forms** can be obtained from our church website – [www.gpcweb.org](http://www.gpcweb.org) – or:

Queensferry Parish Church Office  
The Loan  
South Queensferry  
EH30 9NS  
0131 331 1100

**Further information** can be obtained from Nara Nisbet, Session Clerk on 07923545043 or [sessionclerk@gpcweb.org](mailto:sessionclerk@gpcweb.org).

**Please return completed application form EITHER**

by email to [office@gpcweb.org](mailto:office@gpcweb.org) – mark your email “*Private and Confidential – Pastoral Team Vacancy*”

**OR** on paper in an envelope marked “*Private and Confidential – Pastoral Team Vacancy*”  
to:

Queensferry Parish Church Office  
The Loan  
South Queensferry  
EH30 9NS

**Closing date for applications is 22<sup>nd</sup> July 2022.**

**Interviews (in person or online meeting) are likely to take place during August 2022.**

**Start date is subject to negotiation.**

*Dalmeny Parish Church of Scotland SC010971, Queensferry Parish Church of Scotland SC002329  
registered Scottish charities*