**A logo for a company

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AI-generated content may be incorrect.*Port Glasgow New Parish Church***

***Compass Project***

***Administrative Assistant***

***Role***

We are seeking an effective and energetic administrator who has a can-do attitude and a passion for working with people. Someone who has great administrative and organisational skills. The role requires a working knowledge of a range of IT skills and experience.

The successful candidate should be someone who can work alone or effectively with others in a team. The successful candidate will have a live church connection. A key role is to support our Minister and the Mission & Outreach Worker in our new and exciting under 40s project. However, work will be varied and include other administrative duties helping with the day to day running of the church.

***Part time:*** 12 hours per week with a degree of flexible working

On-site: New Parish Church / Clyde Presbytery

Starting Salary: £8,500

***Closing Date Friday 28th March ‘25***

***Key Responsibilities***

* Maintaining Church records, contact lists, distribution lists, databases and directories which are managed under Church of Scotland GDPR policy.
* Identifying possible grant funding for the future of the under 40’s project.
* Supporting the Steering Committee with the work of the project
* Assisting the Treasurer’s with the financial aspects of the project
* Assisting with the administration of PVG applications and safeguarding training
* Assisting in the preparation of the church magazine/ information sheet
* Preparation of presentations / Sunday Power Points for weekly services
* Collating the monthly project evaluations and ensuring they are accessible to the Steering Group/KS/Minister
* Any other duties as required.

*Charity Number SC009018*

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**Reporting to:** The Parish Minister at Port Glasgow New Parish Church

**Role Duties & Responsibilities:**

We are looking for a friendly and enthusiastic Administrative Assistant to play a key role in supporting our new under 40’s project by supporting our Minister and Development Worker as they reach out across the community of Port Glasgow. The work will be varied, and the admin assistant will play an important role in the success of our exciting new project. The admin person will have the responsibility of keeping our church’s databases up to date, seeking out potential funding for the ongoing project and generally offering administrative support to the ongoing work of the church.

**Key Responsibilities**

* Maintaining Church records, contact lists, distribution lists, databases and directories which are managed under Church of Scotland GDPR policy.
* Identifying possible grant funding for the future of the under 40’s project.
* Supporting the Steering Committee with the work of the project
* Assisting the Treasurer’s with the financial aspects of the project
* Assisting with the administration of PVG applications and safeguarding training
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* Any other duties as required.

**Church of Scotland Safeguarding Policy (CoSSP)**

* To keep up to date with Church of Scotland Safeguarding Training.
* To work in conjunction with the Kirk Session/ Minister to ensure that CoSSP is appropriately adhered to and administered, and accurate records maintained.

**Terms and conditions**

• Normal hours of work will be 12 hours a week (possibly 4 hours, 9.00- 1.00pm) on a Wednesday, Thursday, Friday but the nature of the work will require a degree of flexible working. The admin assistant will be based at the church.

• The starting salary is £8500– scale point 1 on the Church of Scotland MDS scale (pro rata) Salary will be paid in arrears on the 28th of every month.

• Holidays including public holidays, will be pro rata, annual paid leave in each full holiday year, running 1st January to 31st December. Entitlement is based on full weeks worked.

**How to apply**

Candidates are asked to submit a CV, with details of at least 2 referees, and a personal statement outlining how they feel their skills, abilities and experiences meet the essential criteria of the role. This should be emailed to

[sheena.macfarlane51@btinternet.com](mailto:sheena.macfarlane51@btinternet.com) or mailed to

Sheena MacFarlane, 48 Quarry Drive, Kilmacolm PA13 4QU

For more information and an informal conversation, please contact our Minister, Rev William Boyle, 07947814410

**Closing date is Friday 28th March’25**

Interviews will take place the week of Monday 28th April ’25 / This appointment will be conditional on PVG and references

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***Compass Project***

***Part Time Administrative Assistant***

**Person Specification**

We are looking for someone who is sympathetic to the values, aims and ethos of the Church of Scotland and has prior administrative experience including excellent IT skills.

* + Is confident and has a high degree of efficiency with excellent administration and organisational skills
  + Has strong verbal and written communication skills, demonstrating ability to relate well with people from all backgrounds
  + Excellent attention to detail
  + Proven ability to work collaboratively with colleagues and volunteers and contribute to effective team working.

Please note that 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.

Applications will be assessed in respect of the following essential and desirable criteria.

**Essential criteria of a successful candidate include:**

* A proven track record of high-quality administration work
* Ability to communicate effectively with others using highly developed interpersonal skills
* Good oral and written communication skills including the use of computers, and social media to promote the work
* Proven ability to work independently; organise and plan workload.
* An ability to always maintain confidentiality and appropriate boundaries.
* An ability to monitor financial aspects of the project management

**Desirable** **criteria of a successful candidate include:**

* Experience of working with charity or other third sector organisations
* Skill base in the use of all Microsoft Office Applications
* Has experience in compiling grant funding applications
* Experience in effectively working with, and motivating volunteers
* Self-motivated and flexible approach with enthusiasm, dedication and a “can do” approach to helping others

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