



The Church of Scotland

The Presbytery of Forth Valley and Clydesdale

Appointment of Administration Officer

Context of Role

The Presbytery of Forth Valley and Clydesdale offers an exciting opportunity for an enthusiastic and proactive administrator to join our Presbytery office team.

As Administration Officer with proven IT skills across a range of platforms, you will play a key role in supporting the smooth day-to-day operations of our Presbytery. Your attention to detail, excellent communication skills, and positive approach to relationship building and problem-solving will be essential as you contribute to a variety of administrative and coordination tasks.

You will work collaboratively with staff and volunteers to support c120 congregations across our locality, supporting and enabling Ministers and volunteers as they serve God within their communities.

You will be adaptable and flexible in your approach whilst offering creative and innovative solutions to promote efficiency.

As a Presbytery, we are forward-thinking in response to the changing nature of the operations of our national Church.

We value the wellbeing of all our staff, encouraging a healthy work/life balance as well as creating an ethos of values-based team working and a culture of respect and loving kindness towards everyone whom we serve.

Job Description

Title of the Post: Administration Officer

Responsible to: Presbytery Clerk

Date: August 2025

Hours: 37.5

Main Purpose of the Post:

The objective of the Presbytery of Forth Valley and Clydesdale is 'supporting congregations to share the Good News of Jesus Christ through working with each other, working for each other and being with each other'.

As a response to this purpose, the Presbytery is committed to ensuring that the administration of its affairs is undertaken in an orderly and responsive manner.

The Administration Officer will therefore, in line with adopted policies, ensure systems and processes are in place to provide efficient and effective administration for other Presbytery staff, the Moderator and Conveners of Presbytery Committees and outside agencies.

Main Duties:

To facilitate the achieving of these aims, the Administration Officer, in consultation with the Presbytery Clerk will therefore:

- Organise and appropriately resource the Presbytery Office;
- Provide reception cover within the Presbytery Office to include being the first point of contact for general Presbytery enquiries, ensuring prompt, sensitive, confidential and accurate responses, passing enquiries to others as appropriate;
- Provide appropriate administrative support for meetings of Presbytery and Presbytery Committees to include:
 - Maintaining and updating Presbytery and associated congregational records;
 - Collating minutes; and issuing Extract Minutes
 - Organising diaries and making appointments;
 - Carrying out information gathering and presenting findings;
 - Booking meeting space and catering
- Provide appropriate administrative support for Presbytery's interactions with local congregations, including regular planned communication;
- Collect and collate creative content to populate the Presbytery website in collaboration with the Presbytery clerk and congregations;
- Undertake such other associated duties as may be required by the line manager.

The Presbytery shall initiate a review of this post six months after the substantive appointment to assure itself as to consistency with achievement of the aims and objectives of Presbytery and thereafter following completion of a period of three years.

Skills, Abilities and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Previous Administrative/secretarial experience • A high degree of expertise and experience in the use of information technology applications, including Microsoft Office software, including Microsoft Teams • Experience of creating and sourcing imagery and video content • Experience with content management systems, i.e., Wordpress • Experience of working with and supporting volunteers within an organisation • Experience of working with a wide range of people at all levels • Sound organisational skills with ability to prioritise and be flexible as required. • Knowledge and understanding of Church of Scotland structures (particularly at congregational and Presbytery levels) and experience of local congregational life 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Personal Qualities		
<ul style="list-style-type: none"> • Sympathy with the structures, values and ethos of the Church of Scotland • Ability to manage and prioritise a varied workload on a day-to-day basis • Well-developed interpersonal skills, including the ability to explain, persuade and encourage • Excellent verbal and written communication skills, including experience of producing minutes • Experience of handling sensitive and confidential information in a professional way • Strong attention to detail • Flexibility and adaptability with the ability to use own initiative as appropriate • Proven ability to contribute to effective team working 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Education		
<ul style="list-style-type: none"> • Qualification in administration or similar, or can demonstrate significant, relevant and recent experience in this area. • Willingness and desire to learn new skills 	<ul style="list-style-type: none"> ✓ 	

Terms and Conditions:

- The full time (37.5 hours per week) salary for the post is £27,222 per annum.
- With the normal working pattern being Monday to Friday. 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 with some evening work and occasional weekend.
- The post will be based at the Presbytery Office, Rex House, 103 Bothwell Road, Hamilton, ML3 0DW. Some hybrid working, where appropriate, and with prior agreement, is also available.
- There are 29 days annual leave in each full holiday year that runs from 1 January to 31 December. This provision increases to 34 days after 5 years' service. There are also 6 statutory holidays.
- A pension scheme is available, full details of which will be given to the successful candidate.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

Applications without a CV and personal statement will not be taken forward in the process. Each document should be a maximum of two sides of A4.

Informal enquiries: can be made to Fiona Crawford, Presbytery Clerk by email FCrawford@churchofscotland.org.uk

Closing Date: 12noon on Monday, 25 August 2025