



# The Church of Scotland

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## Presbytery of Clyde



### **Presbytery Clerk Job Description: March 2026**

The Presbytery of Clyde offers an exciting opportunity for an individual who is visionary, approachable and passionate about mission and reform in the Church of Scotland, and willing to help shape the future of our Presbytery to best serve God and our diverse communities.

The successful candidate will bring extensive experience of the Church of Scotland, proven leadership skills and a flexibility in working practices to respond to the changing needs of our Presbytery.

### **Our story**

The Presbytery of Clyde was established in September 2020 with the merging of the former Presbyteries to the north and south of the river Clyde and to the west of Glasgow.

Our first task was to build a common, shared identity. Beyond this, we were also tasked by the General Assembly of 2021 with forming a new Presbytery Mission Plan, covering the period 2023-2027 and we are well along the road of implementing this.

With the inspiration of the Holy Spirit, we now seek to ensure that our Presbytery offers a wider framework of care, support and strategic leadership to those with whom we work and the post of Presbytery Clerk is a key support in this aim.

### **Main purpose of the post**

The role of Presbytery Clerk is pivotal in supporting and enabling our congregations to deliver on our mission. The successful candidate will work as part of a collaborative effort, heading up the staff team including the Depute Presbytery Clerk, resourcing our Committee structure and exercising a pastoral concern for ministries and congregations in order that we can effectively accomplish the work of mission within our bounds.

Our office is based at the Wynd Centre in Paisley, although the Presbytery covers a wide geographical area which is not always easily reached by public transport.

As Presbytery Clerk you will report to the Convenor of the Business Committee. This post is open to anyone with relevant experience and credentials, whether ordained or not.

## **Main Duties**

### **1. Providing leadership to Clyde Presbytery in the following ways, you will:**

- *act as principal manager of the affairs and administration of the Presbytery;*
- *support and enable the work of the Presbytery's committees, officials and congregations;*
- *act as an ambassador for the Presbytery and communicate effectively both within the Church of Scotland, ecumenically and with the civic authorities;*
- *ensure confidentiality in all aspects of your role and model best practice;*
- *support our committee structure in strategic vision and change management.*

### **2. Acting as the principal advisor to Presbytery, you will:**

- *have current knowledge and understanding of the Church of Scotland's priorities and how these are worked out at the regional and local level;*
- *working with the staff team, ensure that we as a Presbytery remain as effective as possible in resourcing the mission of the local church;*
- *have current knowledge and understanding of best practice in governance and advise the Presbytery how we might adapt to ensure that our work remains effective;*
- *offer guidance to the Presbytery and our members and congregations on Church law, policy, procedures and practice.*

### **3. Acting as the head of the staffing team of Presbytery, you will:**

- *act as line manager for the designated staffing team as appointed by Presbytery, and provide oversight of any centrally appointed staff members;*
- *facilitate the business of Presbytery as agreed by the Business Committee – drawing up agendas, collating reports, keeping minutes and circulating Presbytery papers;*
- *foster a close working relationship with the Moderator in order to plan Presbytery services and other events as appropriate.*

### **4. Supporting the work of Presbytery, you will:**

- *encourage and enable partnership working and liaison across our committee structure, modelling a positive culture of collaboration and transparent decision making;*
- *be familiar with the current work and agendas of our committees and offer guidance and advice, as required;*
- *oversee an appropriate response to complaints and to instances of conflict;*
- *on behalf of Presbytery, liaise with the Principal Clerk's Office and other Forums and Committees of the Church.*

### **5. Providing oversight of pastoral support, you will:**

- *co-ordinate a range of approaches to supporting and developing our breadth of recognised ministries across the Presbytery;*
- *liaise with the Church's central pastoral care structures as appropriate.*

### **6. Enabling effective and cohesive communication, you will:**

- *develop the Presbytery's external and internal communications;*

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- *oversee secure communication, recording and storing of documentation, including development of the Presbytery's online presence;*
- *take on the roles and duties as the Presbytery Data Controller.*

This is not an exhaustive list of duties, and should be regarded as a guide to the overall requirements of the role.

**Terms and conditions**

- The starting salary for the post is £51,848 paid in monthly instalments. This is point 1 of the Church of Scotland's national Grade F salary scale.
- This is a full-time post with 35 hours worked per week. The post will require evening and weekend working as necessary.
- The post will be based primarily at the Presbytery Office in Paisley and other locations across Presbytery. The postholder will also have some flexibility to work from home depending on requirements.
- 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 will be made available to the successful candidate, full details of which will be given following an offer of employment.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme (PVG) in relation to working with protected adults and children.
- 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**

For more information and an informal conversation, please contact the Convenor of the Business Committee, Rev Karen Harbison, on 01475 721048 or via [KHarbison@churchofscotland.org.uk](mailto:KHarbison@churchofscotland.org.uk).

**Closing date for applications: Monday 13<sup>th</sup> April at 12pm**

**Interviews will take place for successful candidates on Friday 24<sup>th</sup> April**

Applications must include the following:

- *A personal statement, outlining how your skills, experience and personal qualities match the requirements of the role as outlined in the job description.*
- *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. Applications can be submitted by email to [KHarbison@churchofscotland.org.uk](mailto:KHarbison@churchofscotland.org.uk).

A total of 3 references will be requested for the successful candidate: 2 professional references including the most recent employer, and 1 character reference able to comment on the candidate's faith and Christian commitment.

**Presbytery Clerk Person Specification: March 2026**

<b>Skills, abilities and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Current in-depth knowledge and understanding of Church Law and the priorities of the Church of Scotland	✓	
Knowledge of the governing structures of the Church of Scotland particularly at congregational and presbytery level	✓	
Strong leadership skills with the ability to advise committees on best practice	✓	
Strategic thinker with ability to see the “bigger picture” and lead on change management	✓	
Ability to understand and deal effectively with complex and ambiguous issues and to help others to navigate these	✓	
Proven ability to use influencing and negotiation skills in sensitive and complex contexts	✓	
Proven line management experience and experience of leading and managing a team	✓	
Excellent communication skills both written and verbal with ability to present information, influence and negotiate	✓	
Up to date IT skills with knowledge of MS Office packages or similar	✓	
Highly organised with the ability to delegate as necessary	✓	
Working knowledge of data protection and an understanding of its application		✓
Experience of working in partnership with other Christian denominations and faith groups		✓
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Committed Christian with a live church connection* and in sympathy with the values and ethos of the Church of Scotland	✓	
Enthusiastic and proactive with the ability to enthuse and encourage others	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working, leading and enabling as appropriate	✓	
Pastoral and supportive with the ability to use judgement and tact and maintain confidentiality	✓	
<b>Educational requirements</b>	<b>Essential</b>	<b>Desirable</b>
Qualified to Degree level or similar in a relevant subject or significant, recent and relevant work experience in a similar area	✓	
On-going commitment to continuing professional development	✓	

\*This is a Genuine Occupational Requirement in terms of the Equality Act 2010