

**Erskine Parish Church
Registered Charity No SCO17177**

**RECRUITMENT OF TEMPORARY COMMUNICATIONS ASSISTANT
(February 2026 to January 2027)**

INFORMATION FOR APPLICANTS

1. Erskine Parish Church

Erskine Parish Church is part of the Church of Scotland. We are based in the town of Erskine, Renfrewshire. We are led by our Minister, Rev David Nicolson and managed by the Kirk Session (Trustees).

We are a Scottish Registered Charity SCO17177.

In addition to our weekly in-person worship service, we have an active online presence. Our services are streamed through You Tube and we post news and updates on Facebook and Instagram.

Our church premises are used every weekday morning, afternoon and evening by church and community groups. We have a café which is open three days a week and used by the congregation, community and local high school pupils.

All of our activities are undertaken by volunteers from the congregation. We have two part-time staff, our Organist and our Communications Assistant.

More information about us is on the church website erskineparish.com

2. The Post

The vacancy has arisen as our current postholder will be taking maternity leave in February 2026. It is a fixed term contract for 12 months, with the possibility of a four-week extension at the end of the contract period.

The core duties of the post are as described in the enclosed job description. Requirements for the position are detailed in the person specification. It is important that applicants complete the person specification section within the job application form. This enables the selection panel to compare all applicants on exactly the same basis.

The job operates on a combined office/home basis. The successful applicant will require to have a stable internet connection at home. The church will provide a laptop for business use only. This remains the property of Erskine Parish Church.

The post is for 8 hours per week. There is some flexibility around how these hours are accumulated, but the preparation for Sunday services will usually be towards the end of the week. Exact tasks and times will be agreed between the Minister and postholder. Additional hours may be required from time to time, paid at normal rate.

3. Salary and Leave Entitlement

The current hourly rate is £13.

Salaries are paid monthly through bank transfer.

The paid leave entitlement for the contract period is 28.5 hours and 4 Public Holidays. (25th and 26th December and 1st and 2nd January)

4. Shortlisting and Interviews

Completed application forms should be returned by noon on Monday 15th December. Late submissions will not be included in the selection process.

We will accept electronic applications which should be sent to epcnotices@gmail.com printed signatures are acceptable

OR

Hard copy applications marked **private and confidential** to:

Alyssa MacDonald (Administration)
Erskine Parish Church of Scotland
1 Rashilee Drive
Erskine PA8 6HS

- Applicants are reminded that the CoS job application form must be completed, CV's will not be considered.
- Candidates selected for interview will be notified by email no later than Wednesday 17th December.
- Interviews will be held no later than Monday 22nd December.
- References will be sought only where permission has been given, but any offer of employment is subject to satisfactory professional references.

5. Personal Information

Our recruitment procedures require that we ask you to provide personal information. This will include:

- Your name and address
 - Telephone and email contact details
 - Your date of birth and nationality
- The information above is not shared with the selection panel prior to interview*

The information below is used by the selection panel to assess your suitability for the vacancy.

- Information relating to your academic and /or vocational qualifications
- Information relating to your current and past work history

We cannot process your application for employment without this information. We will use it to assess your suitability for the vacancy. We will compare your experience, skills and knowledge with other candidates for the same position. Your information is held securely with restricted access within the organisation.

The Privacy Statement included within the recruitment package explains who has access to your personal information, how it is processed and how long we keep it for.

7. Additional Information

Road Links to Erskine

From Dumbarton, Clydebank or north Glasgow – the Erskine Bridge

From Paisley or Renfrew – the A737

From south Glasgow – the M8 motorway

Car Parking

There is car parking within the church grounds.

Public Transport

Glasgow / Erskine McGills 23

Clydebank / Paisley (via Erskine) McGills 757

Both buses stop at Erskine Parish Church

If any further information is required please contact Alyssa MacDonald at epcnotices@gmail.com