

**Erskine Parish Church
Registered Charity No SCO17177**

RECRUITMENT OF YOUTH OUTREACH WORKER

Two year fixed term contract (March 2026)

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 well 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

This is a new post for Erskine Parish Church. It has been funded by grant assistance primarily from the Church of Scotland's Seeds for Growth project and Benefact Trust. There is a possibility that the second year can be extended for a further year, subject to additional funding. 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 35 hours per week, including weekends and evenings. 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 salary is £27,566 per annum as per Church of Scotland MDS scales. Salaries are paid monthly through bank transfer.

The leave year runs from 1st January to 31st December, 22 days paid leave and 6 Public Holidays. The paid leave entitlement for the contract period will be pro-rata

4. Shortlisting and Interviews

Completed application and personal information forms should be returned by 10am on Monday 2nd February. 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

1Rashilee Drive

Erskine PA8 6HS

•Applicants are reminded that the CoS job application and personal information forms must be completed, CV's will not be considered.

•Candidates selected for interview will be notified by email no later than Tuesday February 3rd.

•Interviews will be held on Thursday 12th February.

•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