Job Description

Title of Post:	Presbytery Chaplain
Responsible to:	Presbytery Clerk
Date:	October 2026
Main Purpose of Post:	The Presbytery Chaplain will be part of a team providing pastoral support and spiritual care to Ministers of Word & Sacrament in Charges or employed locally within Presbytery, Deacons, OLM's, Auxiliary Ministers, Readers and Presbytery Staff.

Main Duties

- Respond to pastoral emergencies with urgency.
- Sign-post those in ministry to services and support offered by Ascend or elsewhere, as appropriate.
- With chaplaincy team, make and maintain contact with those in ministry, offering support to others within the household, where appropriate, proactively building relationships.
- Offer pastoral support to Presbytery employees.
- In partnership with the chaplaincy team and those in ministry, identify ways to encourage the mental, physical, emotional and spiritual wellbeing of those in ministry in the Presbytery.
- Assist in speaking to Presbytery or engage outside speakers on topics related to the well-being or spiritual nurture of those in ministry, as requested.

The Chaplains, for reasons of confidentiality and independence, will not be involved in formal reporting to Presbytery, nor in the making of any formal recommendations to Presbytery concerning specific members, except with the written consent of the member. Generalised reporting of the number of visits or telephone calls will help keep the Presbytery aware of the Presbytery Chaplains' work and assist the Mission and Care Team in determining the extent to which Chaplaincy services are called upon and valued. The Chaplains will also be at liberty, without disclosing particulars, to raise with the Convener of the Ministries Committee or the Presbytery Clerk concerns of common occurrence that need addressed by Presbytery in relation to matters of process or structure.

Person Specification: Presbytery Chaplain

	Essential	Desirable
Skills, abilities, knowledge		
Excellent skills in listening and responding, and the ability to hold confidence	✓	
Ability to assess a pastoral situation, to encourage those in ministry to access their own inner resources, and the knowledge of when to sign-post them elsewhere	✓	
An understand of the demands of ministry	✓	
Ability to work collaboratively as part of a team	✓	
Excellent communication skills	✓	
Knowledge of boundaries and transference	✓	
Knowledge of external support agencies	✓	
Ability to travel throughout Presbytery with access to own private vehicle.	✓	
Knowledge of services and support provided by Ascend		✓
Personal Qualities		
Committed Christian with a live church connection which is a genuine Occupational Requirement in terms of the Equality Act 2010	✓	
Excellent interpersonal skills and the capacity to offer support with warmth, sensitivity, compassion, empathy and unconditional positive regard	✓	
Calm, reassuring presence	✓	
Self-awareness and excellent personal boundaries	✓	
Ability to work unsupervised and readiness to use own initiative	✓	
Ability to encourage others through challenging and complex situations	✓	

Qualification and Training		
Qualification in a listening practice such a spiritual accompaniment, counselling or such like	✓	
Knowledge and understanding of safeguarding policies and practice	✓	
Willingness to undertake and keep up to date with Church of Scotland Safeguarding training	✓	
Training in Mental Health First Aid		✓
Experience of ministry in the Church of Scotland		✓
Aptitude to reflect theologically on issues of wellbeing and spirituality		✓

Terms and Conditions

- Salary is ff30,274 (point one of the MDS general scale) pro-rata per annum.
- This is a permanent part-time post, and normal hours of work will be 8 hours per week, 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 and include evening and weekend work.
- The post holder will be required to have regular supervision which will be paid for by the Presbytery
- The post is home based, with office space available at the Presbytery Office however travel throughout Presbytery will be required.
- There are 6 weeks paid leave (48 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually. Car mileage allowance will be paid by the Presbytery.
- Membership of Disclosure Scotland PVG Scheme will be required.
- 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.

To apply: Please submit an up to-date CV, including contact details of two referees, and a covering letter detailing how you meet the criteria in the person specification and why you are interested in the post. This should be emailed to the Presbytery Clerk at Perth@churchofscotland.org.uk by the closing date.

Closing Date: Friday 16th October 2026

Interviews: Late October 2026