The Church of Scotland

Appointment of

PARISH ASSISTANT /DEACON – ABERDEEN HILLSIDE

Presbytery of North East and Northern Isles

Closing date – 12 Noon 7th August 2026

Job Reference Number: M23/26

Responsible to: Parish Minister of Aberdeen Hillside

About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.

About the Parish

Aberdeen Hillside Parish Church is a new congregation formed through the union of High Hilton, Woodside, and Middlefield Parish Churches. Together, we are building a community rooted in missional communication, generosity, hospitality, and hope — a church that listens deeply, welcomes warmly, and serves faithfully.

As we continue to grow into this shared identity, the Kirk Session has recognised a vital opportunity to strengthen our outreach and deepen our engagement with the wider community. Many of our neighbours — children, young people, families, and individuals across our parish — are navigating complex social, emotional, and economic challenges. Our calling as a church is not only to offer worship on a Sunday, but to be present throughout the week with compassion, practical support, and meaningful connection.

Role description

Title of Post:

Parish Assistant – Aberdeen Hillside

Responsible to:

Parish minister of Aberdeen Hillside

Purpose of Post:

To assist the parish minister in outreach, pastoral care, and social work within this busy charge.

Main Duties

- To be responsible for new initiatives in outreach with the aim of integrating and building up of fellowship amongst families in the community, including families of young people who attend the children's / youth groups, into the life of the church.
- Give support to existing ministry with children and young people in the Church and Community, such as Sunday School and Messy Church.
- To participate in worship on a regular basis and help the minister develop worship.
- To foster links and contacts with other relevant organisations, community groups and churches in the local community and beyond.
- Support the minister in funeral visits and conduct services as agreed /in discussion with the minister
- To lead and contribute to groups such as Bible Study / Prayer Group and our Mission team.
- To share in hospital, care home and home visitation.
- Communicate to the Kirk Session and congregation information and vision for the work.
- Play an active and full part in the annual Team Report submission to Presbytery.
- Contribute fully to the Faith Action Leadership Team's appraisal process.
- To undertake such other parish duties as may be required from time to time by the parish minister.

Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of Equality Act 2010.

The successful candidate will have:

- Ability to relate to people with a broad range of understanding of their Christian faith
- Ability to engage with people who have little or no Church connection
- Experience in outreach and social work
- A commitment to partnership working and maintaining and developing links with the local community and churches
- Excellent planning skills with the ability to prioritise work and workload. Digital ability or willingness to learn
- Ability to think creatively
- Ability to carry out effective and empathetic pastoral care to families, the elderly and those who are sick or bereaved
- Demonstrable ability to encourage good practice in working with and motivating volunteers
- Experience in planning and conducting worship or willingness to be trained to do so.
- Experience in conducting funerals or willingness to be trained to do so.
- Openness to and able to evidence different ways of working and trying new initiatives
- Proven ability to work collaboratively with colleagues and contribute to effective team working
- Ability to communicate effectively with others across all ages and walks of life using highly developed interpersonal skills
- Positive and enthusiastic with the ability to enthuse and encourage others
- A qualification in theology or pastoral care / counselling or similar or can demonstrate recent, relevant and significant work experience in these areas
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training

Additional Deacon duties

- Fulfilling tasks associated with the work of the Kirk Session or Presbytery that might be understood to be missional, pastoral, prophetic, community orientated, educational or collaborative and therefore consistent with the training and ethos of the Diaconate (Deacons of Word and Service: A Vision Statement of the Church of Scotland Diaconate 2018).
- Attending Presbytery meetings and participating in the work of the Presbytery.
- Accepting a commission to the General Assembly of the Church of Scotland when appointed by Presbytery.
- Attending and participating in the work of the Diaconate Council and local Diaconate associations.
- Maintaining links with the wider Church in accordance with the ethos of the Diaconate and the mission of the Church of Scotland

Applications will be assessed in respect of the above criteria.

Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- Salary is based on the MDS scale of £30,274-£34,224 per annum.
- Normal hours of work will be 37.5 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 from day to day.
- This is a permanent post.
- The post is based at Aberdeen Hillside Church
- There are five weeks paid leave (187.5 hours pro rata) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours pro rata) annual paid leave
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually.
- Membership of Disclosure Scotland PVG Scheme will be required.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- 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.
- An employment medical check will be undertaken as part of our recruitment process.

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.
- A personal information form, to be downloaded and attached.

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

For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**