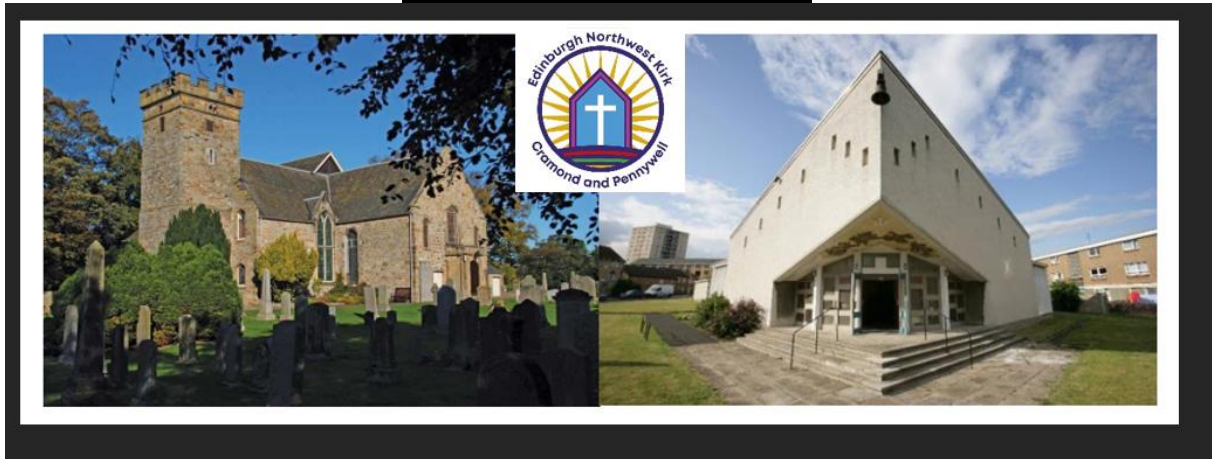


**JOB VACANCY: PASTORAL ASSISTANT EDINBURGH NORTHWEST KIRK:
CRAMOND & PENNYWELL**



We are excited to offer the opportunity to join our team at Edinburgh Northwest Kirk as the Pastoral Assistant.

The Pastoral Assistant will collaborate with the minister and other staff, supporting our District Elders and Pastoral Visiting Team. They will engage in the pastoral care of our congregation and the local community in the parish and contribute to our worship services focused on an older age group. The job involves taking congregational and parish funerals and bereavement care.

We look to welcome someone who can bring fresh ideas to support our ministry. A full description of the duties in the role is below.

The post is for 20 hours per week with a competitive salary, initially for 2 years with the potential to continue on a long-term basis. Gross pay will be £19,760 per annum before employer's National Insurance and employer's pension payments.

We will be pleased to hear from you. For further information please mail our minister, Rev Julia Cato jcato@churchofscotland.org.uk or Session Clerk, Ruth Minnican ruthminnican@hotmail.com

To apply, please send a CV, covering letter and the name of two references, to the Kirk Office at office@cramondkirk.org.uk or post to 1 Kirk Cramond, Edinburgh, EH4 6HZ.

Closing date for applications is Monday, 26 October 2026 with interviews being held on Tuesday 3 November 2026.

Full description of duties in role:

- Take congregational and parish funerals, including bereavement care.
- Lead worship services in care homes.
- Lead and co-ordinate a Pastoral Care Framework for caring for and visiting members and adherents.

- Work with the Minister, Visiting Elders and Pastoral Visiting Team, to coordinate and support the Pastoral Visitors.
- Undertake visiting in private homes, care homes, and hospitals, particularly with those who have the greatest needs.
- Keep the Minister apprised of the wellbeing of members and adherents.
- Help the Minister to keep the Kirk Session apprised of pastoral care, with occasional reports to the Kirk Session.
- Regularly attend worship services on Sunday mornings, liaise with the congregation in relation to pastoral needs and contribute occasionally to Sunday worship.
- Plan and lead specific services, in conjunction with the Minister, such as short monthly services in local nursing homes.
- Attend weekly staff meetings.
- Provide pastoral cover in the Minister's absence.
- Perform such additional duties as may be requested from time to time.
- This role requires a full disclosure check for working with protected adults.