



## National Synod of Scotland - SC011907

### SYNOD CLERK

<b>Title</b>	Synod Clerk – National Synod of Scotland
<b>Reporting to</b>	Convenor, Synod Executive and/or nominated Line Manager
<b>Liaison with</b>	Synod Moderator, Synod Treasurer, Synod Finance Manager, Convenors of Synod Committees, and the Synod Trustees. In addition, to be a companion to the local church secretaries and ministers.
<b>Location</b>	3/2 Atlantic Chambers 45 Hope Street Glasgow G2 6AE
<b>Travel</b>	There is regular travel during the year, across the UK meetings and conferences, with occasional requirements for overnight stays, evening, and weekend commitments, for which all expenses are paid.
<b>Contract</b>	20 hours per week two days of which to be spent in the office. Working outside of normal hours can be an occasional feature of this role, requiring some flexibility.
<b>Salary</b>	£45,500 pro-rata = £26,000 gross (£25.00 per hour)
<b>Holiday</b>	25 pro-rata = 15 days plus public/bank days pro-rata, Annual Leave to be taken between 1st January and 31st December in any year. The Synod will 'close' during the period between Christmas and New Year, and employees will be gifted discretionary paid time off. The exact closure dates will vary each year and will be communicated in advance, however, the post-holder is expected to take a share of responsibility for 'Contact in Emergency' during this period of office shut down.
<b>Terms of Appointment</b>	Permanent position which includes a probationary period of 6 months as standard for all staff. Thereafter, staff reviews are conducted each autumn. This post has a genuine occupational requirement, in accordance with the Equality Act 2010, for the post-holder to be a member of the United Reformed Church, due to the nature and context of the role.

#### **Job Purpose**

The Synod Clerk postholder will provide key leadership and administrative oversight within the Synod, ensuring its quality and relevance to key groups, including members, stakeholders, and the public, as well as working in close partnership with the Synod Moderator, Synod Committees, Synod Treasurer; Synod Finance Manager, Synod Trustees (Synod of Scotland Nominees Ltd), and other Synod Officers.

Overall, this role is pivotal in ensuring effective communication, governance, and coordination across all of the Synod's activities.

## Specific Duties and Responsibilities

### Leadership, Governance, and Strategic Support

- Act as the primary channel for formal communication between the Synod and URC Offices of the General Assembly, Northerly Synods, Ministers, and local congregations.
- Provide strategic support and counsel to the Synod and Synod Moderator, sharing in the leadership, management, and direction of Synod Office activities and Synod Staff across all locations.
- Support the life and mission of the Synod, fostering strong connections with the wider United Reformed Church.
- Serve as an ex officio member of the Synod Executive and Synod Resources Committees, and as an in-attendance member of Nominees Ltd (Trustees). Request meetings of Synod Area Council as needed.
- Act as one of the Trust's authorised signatories.

### Meetings and Administration

- Collaborate with the Synod Moderator and other officers to shape the programme of Synod and area-based meetings.
- Oversee the scheduling and logistical arrangements for Synod meetings, including reviewing documents and resolutions in advance, working in liaison with PA/Administrator
- Serve as secretary to Synod Executive, prepare agendas for Synod Executive meetings in consultation with the Synod Moderator, Executive Convenor, ensuring timely distribution of supporting papers
- Ensure that decisions and actions agreed by the Synod Executive are implemented and followed up appropriately as well as ensuring effective governance and decision-making
- Convene or request meetings of the Synod Area Council as needed

### Church-Wide Engagement

- Respond to requests from the General Secretary regarding the recruitment, appointment, and review processes for the Synod Moderator.
- Represent the Synod at URC Synod Clerks' meetings, General Assembly, Assembly Executive, and gatherings of the 5 Northerly Synods.
- Ensure appropriate handling of matters referred between the Synod and wider church councils and committees.

### General Duties

- Ensure compliance with Synod policies, procedures, and all relevant regulatory and statutory requirements.
- Undertake other duties and projects as reasonably directed by the Synod Moderator or other key Synod officers.
- Line manage PA Administrator

## Person Specification

	Essential	Desirable
<b>KNOWLEDGE</b>		
A degree or equivalent professional qualification in a relevant field.		✓
An active member of the United Reformed Church, in accordance with the Equality Act 2010.	✓	
An ordained Elder of the United Reformed Church.		✓
A knowledge of the structures, constitutional and procedural documents of the United Reformed Church and of the National Synod of Scotland.	✓	
Willingness and desire to undertake any required training and development.		✓
Knowledge of the local churches of the National Synod of Scotland.		✓
<b>SKILLS</b>		
Strong written and verbal communication skills, including the ability to communicate effectively with a wide range of stakeholders.	✓	
Excellent organisational and time management skills, with the ability to prioritise and manage multiple tasks.	✓	
High level of discretion and ability to handle sensitive and confidential information appropriately.	✓	
Able to demonstrate the undertaking of Continuing Professional Development (CPD) opportunities.		✓
Competence in using office software (e.g., Microsoft Office Suite) and digital communication tools, including social media.	✓	
Ability to interpret and apply governance frameworks and policies.	✓	
A flexible approach to working hours, with a willingness to travel for meetings and conferences, including occasional overnight stays, evenings, and weekends.	✓	
A collaborative and diplomatic approach to working with others with a proactive and flexible attitude, with the ability to work independently and as part of a team.	✓	
<b>EXPERIENCE</b>		
Experience of serving on Synod or URC committees.		✓
Experience in organising and supporting formal meetings, including minute-taking and agenda preparation.	✓	
Experience as an active contributor to committee/project group work.	✓	
Experience of working in a membership environment.		✓
Demonstrated leadership and facilitation capabilities, with proven experience in managing people and overseeing the work of staff and/or volunteers.		✓

If you are interested in supporting the overall work of the National Synod of Scotland through this post, or would like to discuss the role further, please contact:

Synod Moderator  
 Revd Lindsey Sanderson  
[moderator@urcscotland.org.uk](mailto:moderator@urcscotland.org.uk)

Convener of the Synod Executive

Revd Susan Henderson

[synodexec@urcscotland.org.uk](mailto:synodexec@urcscotland.org.uk)

The closing date for applications is Friday 27<sup>th</sup> March 2026.