



## Job Description

### The Clerk of Assembly of the UPCSA

<b>Job Title:</b> <b>The Clerk of Assembly</b>	<b>Office:</b> Central Office, Kempton Park <b>Reason for Vacancy:</b> End of contract
<b>Starting date:</b>	1 September 2026 or as negotiated
<b>Reporting to:</b>	The General Secretary (direct Manager) and the Assembly Business Committee as mandated by the General Assembly.
<b>Main purpose of the position (contract renewable after five years):</b>	<ul style="list-style-type: none"><li>• An appointed spokesperson (together with General Secretary) with regard to the Church Polity and Order to internal and external parties.</li><li>• Planning and Co-ordinating the meetings of the General Assembly and Executive Commission (in liaison with the Assembly Business Committee and hosting Presbytery).</li><li>• Serving on relevant Assembly committees and Commissions.</li><li>• Statutory responsibilities during sitting of the General Assembly. (See paras 12.38 – 12.41 and the Standing Orders for General Assembly)</li><li>• Co-ordinating Denominational Legal matters.</li><li>• Acting as Secretary to the Court of Assembly (and Assembly Administrative Review Panel) as well as the Assembly Standing Commission and Special Commissions.</li><li>• Represents the Central Office on the Communications Committee and acts as Editor in Chief of the Presbyterian Link publication.</li><li>• Oversees good maintenance of the Central Office buildings (including maintenance, security and gardening) in liaison with the Chief Financial Officer.</li><li>• Direct management of Gardening Staff, Hospitality Officer and Executive Assistant (last mentioned, jointly with General Secretary).</li></ul>

<b>Key Deliverables:</b>	<p><b>Manual of Faith and Order</b></p> <ul style="list-style-type: none"> <li>Provides advice in writing and verbally to Synods, Presbyteries, congregations and ministers.</li> <li>Assists in the publication of updates and reprints.</li> </ul> <p><b>General Assembly and Executive Commission</b></p> <ul style="list-style-type: none"> <li>Oversees and co-ordinates collation of General Assembly/Executive Commission Papers and Supplementary Papers.</li> <li>Project Management for General Assembly and Executive Commission – with assistance from other Central Office staff.</li> <li>Responsibilities during the sitting as per Chapter 12 of the Manual.</li> <li>Oversees production of minutes and decisions after the meeting with such other follow-up responsibilities.</li> </ul> <p><b>Committees and Commissions</b></p> <ul style="list-style-type: none"> <li>Serving on such committees and Commissions as is required ex Officio.</li> <li>Assisting the Convener (or Moderator) in the calling of meetings, administrative assistance, minute taking and other tasks relating to the Court of Assembly (and Assembly Administrative Review Panel), the Assembly Standing Commission and Special Commissions of Assembly.</li> </ul> <p><b>The UPCSA and the secular Courts</b></p> <ul style="list-style-type: none"> <li>Liaises with UPCSA legal counsel in legal matters (in consultation with General Secretary).</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Attends the General Assembly Communications Committee (representing the Central Office).</li> </ul> <p><b>The Central Office Buildings</b></p> <ul style="list-style-type: none"> <li>Supervises the maintenance of the Central Office buildings (including security and gardening) in liaison with the Chief Financial Officer.</li> </ul>
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	<p><b>General Support for the General Secretary</b></p> <ul style="list-style-type: none"> <li>Provides support to General Secretary by deputizing at meetings, conferences and events (in the same way as the other Senior Staff may be called to do).</li> </ul>
<b>Technical Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>High level computer literacy (Microsoft 365 Suite, intermediate level MS Excel, MS Word and MS Outlook).</li> <li>An in-depth, up to date working knowledge of the UPCSA Manual of Faith and Order.</li> <li>Ability to manage online meetings (Zoom, MS Teams, Google Meets etc.).</li> <li>Proven Leadership skills evidenced by previously held roles.</li> <li>Project Management skills.</li> <li>Proven track record in Church meeting procedures, minute taking and logistics.</li> <li>Preferably up to date knowledge of media (digital) communication.</li> </ul>
<b>Behavioral / Soft Competencies, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Well-developed interpersonal skills with a participative management style.</li> <li>Conflict management and resolution skills.</li> <li>Good strategic thinker.</li> <li>Strong analytical, numerical, and reasoning capabilities.</li> <li>Objectively critical, resilient, supportive, mediatory, discerning.</li> <li>Strong work ethic, with the ability to work effectively under pressure.</li> <li>Very good lateral and problem-solving skills.</li> </ul>
<b>Education, Qualification and Experience:</b>	<ul style="list-style-type: none"> <li>University degree.</li> <li>Former key role (e.g. Convenor) in one or more UPCSA church committees or leadership role in a Presbytery or Synod.</li> <li>Preferably experienced commissioner of the General Assembly.</li> </ul>
<b>Other Important Information:</b>	<ul style="list-style-type: none"> <li>Statutory Requirement to be a Minister or Elder of the UPCSA.</li> <li>Shortlisted candidates may be required to do a presentation and/or a</li> </ul>

	psychological assessment. Provisions of the Manual of Faith and Order (Chapter 12) apply.
<b>Salary Range:</b>	To be negotiated