

## Appointment of **SOLICITOR**

Closing date - 12 noon on Monday, 1 September 2025

Job Reference Number: 04/25

Responsible to: Depute Solicitor



## 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.

## Central Services Committee

Providing the support functions to the Church and to the Councils of the Church, the Central Services Committee (CSC) recruit for areas such as Central Properties, Human Resources, IT, Law and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly, Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its Forums, Committees, Presbyteries and Congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

Grace - Acting with humility in all our endeavours

Integrity - Acting with honesty, responsibility and accountability

Respect - Valuing others, ensuring inclusiveness and equality

Professionalism - Demonstrating commitment and striving for excellence

Collaboration - Working together to connect and communicate in an open and transparent environment

Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



# OUR VALUES

GRACE  
INTEGRITY  
RESPECT  
PROFESSIONALISM  
COLLABORATION  
INNOVATION



## About the Law Department

The Law Department was set up in 1938 to handle the legal work of the Church of Scotland. The department has a heavy workload of transactions, including property matters relating to the Church's extensive portfolio of properties throughout the length and breadth of Scotland and beyond. The department has responsibility for buying and selling churches, manses and other buildings and land held for congregations by the Church of Scotland General Trustees, the Church's central property holding corporation. It also acts on behalf of congregations whose buildings are vested in local trustees. The department deals with legal transactions involving the properties of the central councils and committees of the Church including the Social Care Council, which is one of the largest voluntary sector providers of social care in Scotland. Given the nature of the properties involved, the work can be very varied and challenging.

In addition, the Law Department provides advice and assistance to congregations and other Church bodies in relation to a highly diverse range of issues including employment and construction law, contract matters, trusts, charity law, data protection, planning law, and legislation relating to the protection of children and vulnerable adults. As one of Scotland's largest charities, the giving of advice and guidance in regard to the requirements of the Charities and Trustee Investment (Scotland) Act 2005 is an important task. There is also a court work element relating to the recovery of rents and other debts and in relation to construction matters, trust variations etc.

The department also carries out a number of administrative functions relating to the maintenance of records, the servicing of committees and trusts and in connection with congregational constitutions.

Because of the broad range of the work and the specialised nature of much of it, the postholder will receive training and advice from other members of staff until well established in the role.

In addition to the Solicitor of the Church, the Law Department comprises two Depute Solicitors, nine Assistant Solicitors, a Trainee Solicitor, one full-time Senior Administrator, one full-time Legal Secretary and two Property Marketing Assistants.

The department has computerised systems for word processing and maintenance of other records using Microsoft Office, Teams, Netdocs and other specialised software packages. Win-scribe digital dictating equipment is used by all the solicitors.



## Role description

### Title of Post:

Solicitor

### Responsible to:

Depute Solicitor

### Purpose of Post:

As part of a team, working with the Solicitor of the Church, Depute Solicitor and administrative team, to enable a high-quality, comprehensive, value for money in-house legal service to be provided to the Church at national, presbytery and congregational levels.

### Main Duties

- Responsibility for own caseload of transactions relating to the marketing, sale and purchase of a variety of different types of properties, including drafting, negotiating and concluding missives
- Assisting with applications for voluntary registration of church properties
- Advising in relation to residential and non-residential leasing, negotiating, drafting and revising leases
- Providing general advice in relation to all property matters and queries
- Advising and providing legal comments and risk assessments in relation to a broad variety of contracts and drafting, revising and negotiating commercial contracts with suppliers and other third parties such as care services contracts and IT contracts (managed services, software licensing and supply and maintenance contracts)
- Advising in regard to a broad range of compliance functions and legal matters covering the whole range of activities undertaken by the various branches of the Church
- Contributing constructively to the work of the team of solicitors
- Dealing with the general administrative work delegated to the Department
- Any other duties as delegated by the Solicitor of the Church or Depute Solicitor which may be required



## Person Specification

We are looking for a solicitor with at least five years' post-qualifying experience to join our busy department which provides legal advice and assistance to all parts of the Church of Scotland. You will have an excellent academic background, and will hold a current practicing certificate from the Law Society of Scotland.

You will ideally have significant experience of both residential and commercial conveyancing and good knowledge of the legal and practical aspects of residential and commercial leasing. You will demonstrate sound knowledge of contract law and be able to apply this in practice across a wide range of areas. The Law Department is a full-service legal function and you will not be afraid to take on new challenges and expand your areas of practice as required to meet the needs of the work.

You will have first class written and oral communication skills and be able to establish good working relationships with colleagues and clients. You will have strong organisational skills and effective time management capabilities. You will have the ability to research, analyse and present information to clients in a coherent and logical manner so as to provide clear, accurate, practical and timely advice. You will evidence attention to detail and the ability to work to tight deadlines.

You will be able to manage a complex and demanding workload effectively and will have good IT skills, including familiarity with Microsoft Office.

Some basic knowledge and understanding of the structure of the Church of Scotland, and of compliance and governance issues affecting the charity/voluntary sector, would be an advantage but is not essential.





## Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC 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 & Conditions

The salary scale for the role is £60,270 - £66,728 per annum. The successful applicant will start on point 1 of the scale and any agreed increment would be applied on 1 July of each year.

This is a full-time role working 35 hours per week Monday to Friday. Whilst office hours are 9 am-5 pm, you will be expected to work such hours as are required for the efficient and conscientious discharge of his/her duties and responsibilities. A system of flexi-time applies to this post.

This post is a permanent post.

Hybrid working is standard practice, with the majority of time spent in the office base in Edinburgh at the Church offices in 121 George Street.

There are 26 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 31 days after five years' service. There are also nine statutory holidays – three of which are floating days.

The National offices at 121 George Street, will close for the period 25 December reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi- leave; to cover this period.

The successful applicant will have the opportunity to join a defined contribution pension scheme.

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 candidate, 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.

**For a confidential discussion regarding the role, please contact: Mary Macleod,  
Email: [mmacleod@churchofscotland.org.uk](mailto:mmacleod@churchofscotland.org.uk)**

## 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**

