



# FREE CHURCH of SCOTLAND

## Legal & Compliance Officer

Established in 1843, the Free Church of Scotland is a registered charity with the vision for “A Healthy Gospel Church for Every Community in Scotland”. There are currently over 110 congregations and around 12,000 people in our churches on any given Sunday.

In addition to congregational activities, the Free Church of Scotland trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary. The Free Church runs a programme of residential youth camps for over 300 young people each summer, and pursues global mission by supporting partners around the world.

We are looking for a capable Legal & Compliance Officer to join our team of committed staff in the Church Offices to help monitor legislative and regulatory developments in areas affecting the Church, provide advice and guidance to the central organisation and to congregations, draft policies for the denomination and encourage legal compliance, to instruct solicitors and advise congregations in relation to property transactions.

The Legal & Compliance Officer will be highly organised, self-motivated and have a good level of attention to detail. Experience of working in a solicitor’s office or some form of legal training would be an advantage. A good understanding of areas such as Safeguarding and Charity Regulations would be helpful.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to be a committed Christian who fully understands the nature of a local church. As such, the successful candidate will be a Christian with an active commitment in a local church congregation, who is supportive of the values, aims and ethos of the Free Church of Scotland.

### Overview

Hours: 35 hours full-time (but possibility of a job share or part-time).

Start Date: As soon as available.

Location: Free Church of Scotland Offices, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS.

Salary: Dependent on skills and experience.

Pension: The Church operates a Group Pension Scheme and makes a 10% contribution towards the employee’s pension.

Holidays: 34 days (inclusive of public holidays) per annum.

**Application forms may be obtained from the Free Church website or Fiona MacKenzie, Executive Assistant to the CEO, by email to [fiona.mackenzie@freechurch.org](mailto:fiona.mackenzie@freechurch.org). Alternatively, please provide a CV with a covering letter explaining why you are applying for this role.**

**Role Purpose:**

To support the Central Office, Boards, Presbyteries and Congregations of the Free Church of Scotland with legal and compliance advice and policies.

As there is a variety of possible areas the role could encompass, if you would like to have a conversation with the CEO about the expected nature of the role, we can try to arrange for that.

**Role Description:**

<p>Key Responsibilities</p>	<p>Depending on hours worked, skills and experience a range of the following key responsibilities:</p> <ul style="list-style-type: none"> <li>• To monitor legislative and regulatory developments in areas affecting the work of the Church, including Charity Administration, Trustee Duties and Responsibilities, Health &amp; Safety, Safeguarding and the Protection of Children &amp; Vulnerable Adults, Equality &amp; Discrimination, Data Protection, Landlord Obligations and Employment regulations.</li> <li>• To attend the Scottish Churches Committee and the Churches Safeguarding Group; to review updates from the Churches' Legislation Advisory Service (CLAS) and other bodies; and to develop a network of internal and external contacts with skills and expertise in the areas of compliance.</li> <li>• To assist the Compliance Trustee and the Chief Executive Officer in providing advice to the Board of Trustees with respect to charity legislation and Trustee responsibilities.</li> <li>• To assist the Operations Manager (and other staff) with areas such as Letting Property, Risk Management, Employment Law, and Health &amp; Safety for the central organisation.</li> <li>• To work with the Compliance Group to promote and encourage legal compliance at a congregational level – including projects such as the Compliance Manual.</li> <li>• To provide general advice and guidance on legislative developments and compliance to Boards, Committees, Presbyteries and Congregations – for which a thorough understanding of the nature of local congregational church life will be needed.</li> <li>• To draft and update policy documents designed to encourage legal compliance throughout the denomination – such as the data protection policy template.</li> <li>• To oversee revisions to the Church's Safeguarding Policy and Guidelines (including in relation to the upcoming changes to the Protecting Vulnerable Groups Scheme); to monitor updates from the Church's safeguarding advisory bodies; to liaise with and provide advice to Safeguarding Coordinators at congregational level; to work with the Safeguarding Training Coordinator to provide training in applying the Church's policy; and to oversee the work of the PVG Lead Signatory.</li> <li>• To oversee the Church's interaction with OSCR, including guiding new congregations through the process of adopting the Free Church congregation constitution and applying for charitable status.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To provide advice to congregations dealing with property transactions and issue instructions to solicitors on behalf of the central organisation; to keep track of title deeds and ensure compliance with the model trust requirements; to provide advice to congregations in respect of the new Register of Persons Holding a Controlled Interest in Land (RCI).</li> <li>• To oversee the UK Visas &amp; Immigration process for church staff coming from outside the UK, including processing applications and ensuring compliance with record-keeping and reporting duties.</li> <li>• To assist the Operations Manager and CEO in other tasks and projects as needed.</li> </ul>
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Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Legal & Compliance Officer will report to the Operations Manager (who reports to the CEO).

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
A Christian with an active commitment in a local church and supportive of the values, vision, and ethos of the Free Church of Scotland.	Experience of working as a Compliance Officer for a Christian or other third sector organisation.
Educated to degree level or above with relevant experience and a good understanding of at least one of the following: - Safeguarding - Charity Regulations - Property Transactions	Trained as a solicitor.
Highly organised, efficient, responsible, and self-motivated.	
Good level of attention to detail with the ability to monitor changes in legislation and to write suitable policy.	
Ability to deal with sensitive information in confidence.	
Excellent communication skills across a range of channels, and proven ability in giving wise advice.	
Proficient in Microsoft Office suite of programmes.	
Ability to build positive relationships with others and to work well as part of the Central Office team.	
Willingness to occasionally travel to meetings, and work outside of office hours, if needed.	