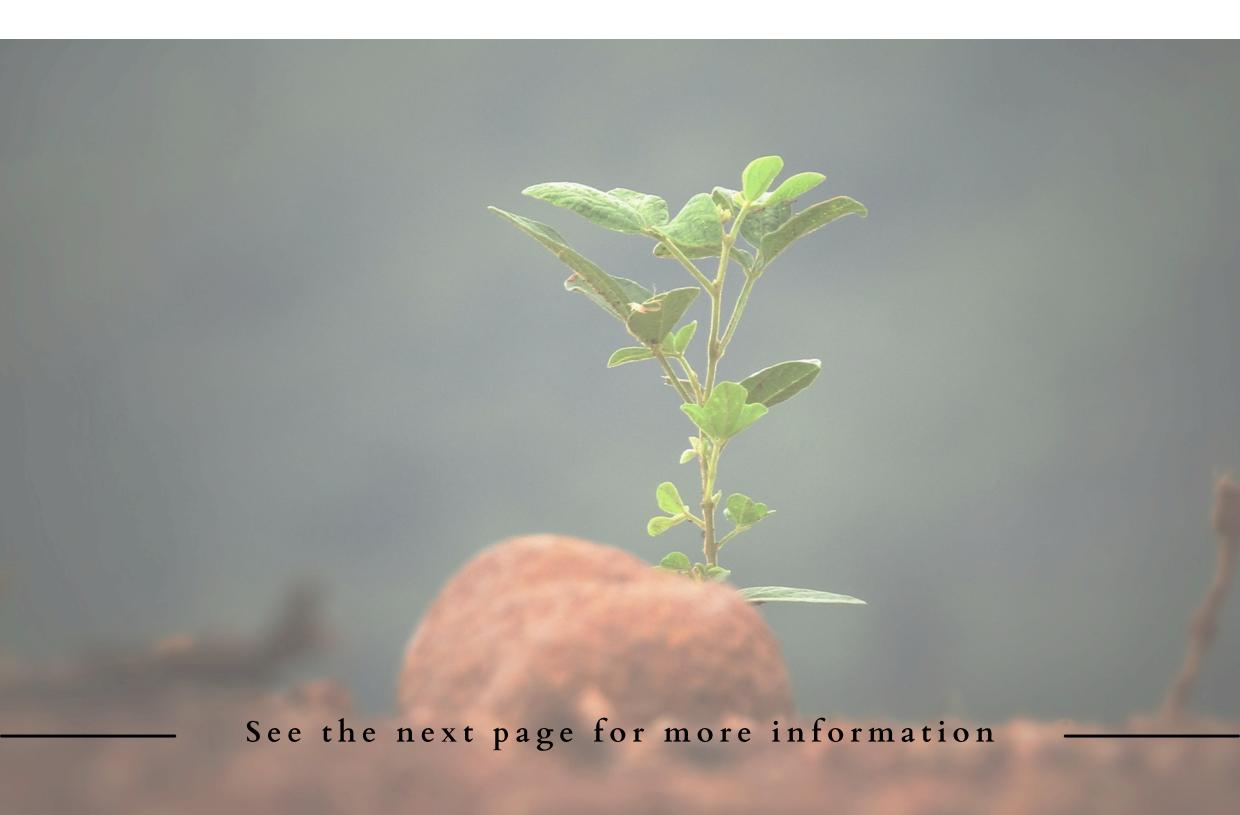


Position Overview: Continuing Professional Development Coordinator in Scotland

- Must be a OneSpirit Interfaith Foundation Minister with two to three years of experience conducting legal weddings in Scotland.
- Must reside in Scotland and meet the required criteria for holding legal weddings.

APPLY VIA EMAIL



Overview

• This role is appointed by OneSpirit to deliver CPD training on legal weddings, to Ministers twice a year in Scotland.

CPD Coordinator Responsibilities

- 1. Deliver CPD training on Legal Weddings in Scotland in September/October annually. Update content to ensure in line with current legislation.
- 2. Liaise with the Scotland Nominator to develop training module based on Minister requests to be delivered in May annually.
- 3. Work with the OneSpirit Operations team around the logistics for the trainings.
- 4. Keep up to date with current legislation.
- 5. Be a point of contact for Ministers and Students, providing expertise and support.
- 6. Work to promote professionalism among ministers
- 7. Liaise with Nominators

CPD Coordinator Specification

- A OneSpirit Interfaith Foundation Minister with two or three-year's experience of in holding legal weddings in Scotland and being a member of ROSIM.
- Experience delivering training
- Resident in Scotland and meets the required criteria for holding legal weddings.
- A developed capacity to communicate the responsibilities that ministers who are holding legal weddings have to their client, the Registrar General and OneSpirit.
- A good understanding of the legal and ethical requirements placed on a nominating organisation.
- Desire to support ministers with the legal and ethical requirements to ensure the criteria of the process are met and honourably upheld.
- Desire to support Ministers and develop supportive networks.
- Experience working in a diverse team and working to an agreed plan.
- Experience in successfully managing complex projects, and a track record of commitment to service.
- Ability to work with technology and use the systems and processes supporting OneSpirit's administration process.
- Good broadband access for e-mail, Slack and Zoom communications.

Additional information:

• The role is offered with an honorarium to be agreed with the successful candidate. The time commitment is 8-10 days per annum. Training is provided. We are hoping to have someone in post ready to deliver the training in October. Please send applications to admin@osif.uk.org

