


# *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**



See the next page for more information

## 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 trainings
- 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 of £1500 per annum. 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](mailto:admin@osif.uk.org)