

## **Secretariat Aide to the Bahá'í Council for Scotland**

The Bahá'í Council for Scotland established the post of Secretariat Aide a number of years ago, to help manage its increasing workload in pursuit of the goals of the Five Year Plan.

### **Role Description**

The role of the Aide includes the following:

- Assisting the Council Secretary in matters relating to communication;
- Liaising with other institutions, agencies and individuals to collate reports on the progress of each cluster in Scotland;
- Working in close collaboration with the Council Secretary to analyse these reports;
- Assisting with the flow of guidance, information and stories;
- Assisting with the gathering of statistics.

In addition to this, the secretary aide would fulfil the role of collecting regional statistics and keeping the database of the Baha'i community up to date.

In providing this description, the Council is mindful that, as with any structure undergoing organic growth, the role of the Aide is flexible and will develop through a process of action and reflection. The Aide, then, would be someone who is excited by this opportunity to learn alongside the Council about the potential for this role and the way in which it can assist the work of the Faith throughout Scotland.

### **Skills and Qualities**

The following skills and qualities have been identified as crucial to the work of the Aide:

- An ability to gather, collate, analyse and summarise information;
- Some experience and confidence with IT (including email, word processing and spreadsheets);
- A humble posture of learning/capacity to learn;
- A sensitive and loving approach;
- The ability to apply the principles of Bahá'í consultation in their interaction with friends;
- Good communication skills;
- Personal engagement with the work of the Five-Year Plan and a sound understanding of the guidance of the Universal House of Justice.

If you would like to learn more about the position, please contact the Council Secretary at [bcs@bahai.org.uk](mailto:bcs@bahai.org.uk).

Individuals who would like to apply for this position are asked to submit a copy of their curriculum vitae, together with a letter sharing their reasons for applying for this service to the Council for Scotland c/o 99 Farne Drive, G44 5DQ, Glasgow or by email to [bcs@bahai.org.uk](mailto:bcs@bahai.org.uk)

The closing date for applications is Friday 18 December 2020, at noon.