

RECRUITMENT PACK



Project Manager (Property)



Scripture Union Scotland is registered in Scotland as a charity (no.SCO11222)
and as a company limited by guarantee (no.SC54297).

New Olympia House, 13 Olympia Street, Glasgow, G40 3TA.
suscotland.org.uk | 0141 332 1162



Project Manager (Property)

Hello.

Thank you for taking the time to check out this new leadership opportunity with SU Scotland.

Our shared vision is to see every child and young people in Scotland exploring the Bible and responding to the significance of Jesus.

We're probably best known for our work in schools, with churches and in SU centres. not to mention our dynamic programme of holidays and camps for children in P5 through to S6 where we say to every child and young person, "You belong here."

This newly-created role offers a phenomenal opportunity to bring project management skills to a number of projects that we are seeking to deliver as part of our new Strategy - 2024 - 2027.

I hope you enjoy reading through the recruitment pack and if you have questions about the role prior to applying, please contact Paul Bayton at Paul.bayton@suscotland.org.uk.

In the meantime, be assured of our prayers for you and others giving serious consideration to whether this could be the right thing for you.



Robin

Robin MacLellan, CEO
robin.maclellan@suscotland.org.uk



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ABOUT SU SCOTLAND

Scripture Union Scotland is part of the worldwide family of Scripture Union movements that began in the nineteenth century and now operate in over 130 countries across the world.

We are a Christian charity working in partnership with local churches and other sympathetic organisations. More than 2,000 volunteers are involved in helping to run our activities, together with around 120 staff and associate workers.

- Our SU Holidays and weekends are the place to be for high energy activities, music, crafts, friends, fun, camping and a whole lot more with Magnitude. Festival adding a dynamic new dimension to the mix.
- Our residential centres are places of adventure, escape, discovery and hope, hosting thousands of school pupils on residential breaks each year
- We work in schools throughout the academic year. SU workers and volunteers contribute to the curriculum in many of Scotland's schools.
- Our discipleship programme helps young people to grow, learn, explore and develop leadership skills.





OUR STRATEGY 2024+

VISION

Our vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

VALUES

Everything we do is governed by our core values of Dependence on God and Deepening Relationships

OUTCOMES

we seek for children and young people

Discover

Discover God's love for them
Encounter God's goodness through the service of his people
Explore God's world

Explore

Explore and understand the Christian faith
Read the Bible and understand its big story

Respond

Space to reflect and make a response to the Gospel
Children and young people coming to faith

Flourish

Confidence in living for Jesus and sharing faith
Grow as a disciple and young leader
Help disciple others

ANCHORS

As we work we will do so with:

Bibles Open - Prayer Central - Ministry at the Margins prioritised -
Volunteers first - Disciples Making Disciples - Serving Churches -
Residential transforming lives.

JOB OVERVIEW

Job Title: Project Manager (Property)

Salary: £37,043 - £39,743 per annum, plus generous pension scheme, annual leave entitlement, Employee Assistance Programme and other benefits

Location: Hybrid work from nearest SU Office/home. Ideally in Central Scotland

Contract: Full-time, fixed term (3 years, extendable in line with funding)

Managed By: Director of Centres

Key Relationships: **Internal:** Leadership Team, Wider Leadership Team, and Centre Directors

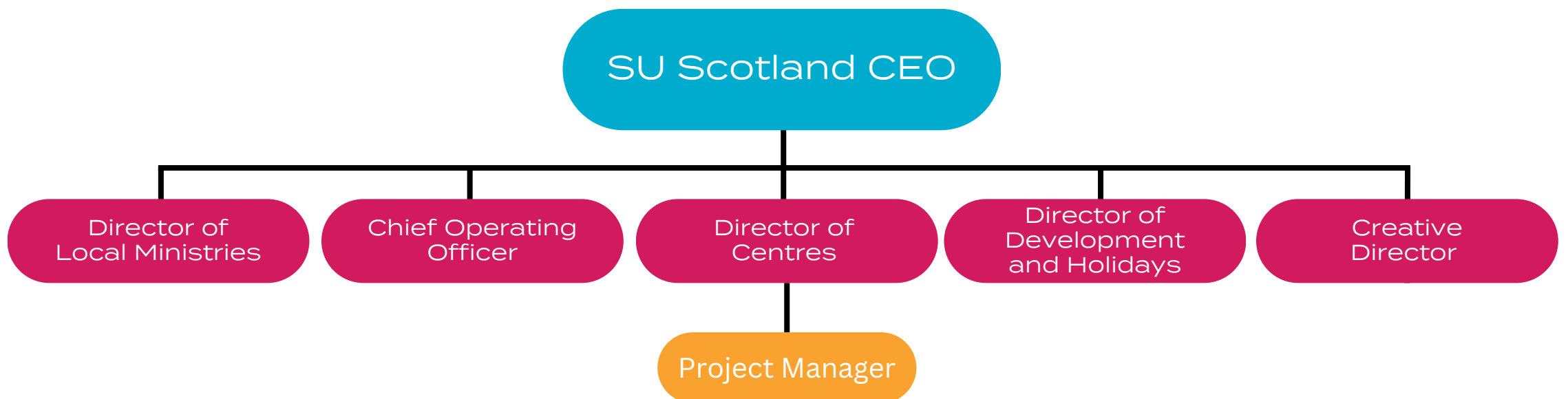
External: Local Authorities, Contractors, consultants and suppliers.





HOW THIS ROLE FITS IN

SU Scotland CEO



JOB PURPOSE:

The Project Manager will have responsibility for, and play a key role in delivering major building and refurbishment projects to help us deliver on SU Scotland's 2024-2027 Strategy and the furtherance of our vision.

Working with internal & external stakeholders to plan, manage and execute projects, you'll play a crucial role in focusing our organisational efforts and adding capacity during this exciting period in our history. This role will identify and manage issues, risks and change requests to ensure successful and on-time project delivery. The support required from this role will be agreed on a project by project basis in agreement with Project Sponsor and stakeholders.



TASKS & RESPONSIBILITIES

Project Management

- Provide subject matter expertise to strategic, complex and/or high impact building projects to support their successful delivery.
- Responsible for full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one major or several minor building initiatives simultaneously
- Appoint and manage the design team for the project, working with project sponsor to identify colleagues and volunteers who should be integral to the project team.
- Create detailed building project plans, defining tasks, milestones, and timelines to support the successful delivery of projects.
- Deliver and be responsible for tenders of construction and refurbishment projects to contracted building suppliers.
- Working closely with stakeholders to execute projects effectively and coordinating efforts across SU Scotland, ensuring effective communication and engagement throughout the project lifecycle.
- Ensure project recommendations and decision making aligns with SU Scotland's vision and values.
- Serving as a communication bridge between stakeholders, project team members, and sponsors (e.g. Leadership Team, Trustees), through regular project meetings & updates.
- Ensure compliance with CDM regulations and ensure safety of site and surrounding environment during delivery phase.
- Intentionally build cross team working practices within area of responsibility, and support colleagues who are managing projects which are out with the scope of this role.

Project Analysis and Reporting

- Provide status reporting regarding project milestones, deliverables, dependencies, risks and issues to the project team and project sponsor.
- Produce reports or oversee the production of reports to be used by senior management and Board relevant Board Committees.

Supplier/Contractor Management

- Selection of suitable technical specialists / contractors / suppliers.
- Manage tendering process to select contracts for the delivery of services, and provide ongoing oversight to, and engagement with large suppliers/contractors to ensure maximum value for money.
- Monitor the quality of work delivered by third-party suppliers and agencies against service level agreements and technical specification to ensure it is to the required standards.
- Take necessary actions based on feedback and escalate issue when required to bring to resolution.

Financial Management

- Prepare financial estimates for all phases of the project, and engage with organisational budget processes
- Procure adequate resources to achieve project objectives in planned timeframes
- Ensure that there are robust processes in place to track expenditure, identify financial risks and work with contractors / suppliers to ensure that the project is delivered within the agreed financial budget.

TASKS & RESPONSIBILITIES

Spiritual Leadership

As part of the Wider Leadership Team and as a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers and contractors alike. Full participation in the life and ministry of SU Scotland will include leading and participation in regular staff devotional gatherings, and retreat. You may also be required to represent the organisation externally.

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9). This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Ministry Partner Development

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. Fundraising colleagues will resource you for this task and your line manager will agree an action with you that reflects the nature of your role. Time is set aside as part of the working week for these tasks. Action plans may include:

- Personal approaches to potential donors and prayer supporters to invite them to partner in your ministry
- Regularly updating your action plan and keep a track of tasks undertaken
- Regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- Being aware of volunteering opportunities and promoting these as appropriate

OTHER REQUIREMENTS

In common with all SUS staff members:

- Further the aims and activities of Scripture Union Scotland
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Attendance and full involvement at the annual staff residential conference and other staff days as they arise, taking part in planning and/or delivering activities/sessions as required
- Taking part in other Scripture Union activities where appropriate
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Character		
Committed to the servant leadership model of influencing others and getting things done	✓	
Passionate about sharing the gospel with people of all ages	✓	
A Christian with spiritual maturity - able to provide appropriate spiritual leadership within a team (e.g. staff devotional times)	✓	
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of their church.	✓	
Competence		
Track record of managing property development projects from appointment of design team through to delivery with a value between £1m and £5m.	✓	
Evidence of sharp focus on effective goal setting	✓	
Astute management of cost in project	✓	
Conscientious, resourceful, reliable with high levels of initiative.	✓	
Exceptional numeracy, literacy and communication skills.	✓	
Ability to delegate effectively and support other stakeholders to be effective in their project roles	✓	
Ability to work independently while escalating when necessary.	✓	
Knowledge of financial management practices and frameworks in the charity sector		✓
Experience of managing simultaneous strategic projects		✓
Chemistry		
Strong people and team leadership skills demonstrated by ability to work professionally with a wide range of staff and volunteers.	✓	
Ability to inspire, think and act broadly, galvanising collective efforts across multiple departments	✓	
Self-aware team player	✓	
Education / Experience		
Degree / Professional qualification (Property / Facilities management an advantage)	✓	
Project management certification (PRINCE2 or AMP) or significant relevant project experience		✓
Risk management of projects including CDM responsibility	✓	
Other		
Own transport and a full current driving licence	✓	
Able to undertake evening and weekend duties.		✓
Able to demonstrate awareness of SU Scotland's activities	✓	



TERMS & CONDITIONS

HOURS

The post is full time, working 37.5 hours per week. This role will require occasional evening and weekend working. This is a new post with an initial fixed term of three years, extendable in line with funding.

PROBATIONARY PERIOD

The first six months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your appointment will be confirmed. The employer reserves the right to extend your probationary period.

TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is twelve weeks.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is four weeks until you have been continuously employed for five years. Thereafter, you will be entitled to one further week's notice for each completed year of service up to a maximum of twelve weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

SALARY

£37,043-£39,743 (dependent on experience) per annum. New appointees are normally placed at the starting point unless there are exceptional circumstances. You will be paid in arrears on a monthly basis, on or before the 28th of each month.

PENSION ARRANGEMENTS

SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by SU Scotland.

ANNUAL LEAVE

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata. Annual leave entitlement will increase with length of service.



NEXT STEPS

If you feel this role is something that God may be calling you to apply for:

- For general questions about the role, please email paul.bayton@suscotland.org.uk
- Download your application and equal opportunities forms (Word docs) from: <https://suscotland.bamboohr.com/careers/59?source=aWQ9MTg%3D>
- Submit your completed forms through our Bamboo application portal.

Closing date - 4pm, 7 November 2024

Interviews - 20 November 2024

THANKS FOR YOUR INTEREST!



SU Scotland

@suscotland    

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Registered office: New Olympia House, 13 Olympia Street, Glasgow G40 3TA. Telephone: 0141 332 1162 Scripture Union Scotland is registered with the Information Commissioner's Office under registration reference ZA356097. SU Scotland subscribes to the United Nations Convention on the Rights of the Child, as reflected in UK law.