

RECRUITMENT PACK



**Regional Worker,
West Lothian
and Falkirk**



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



Recruitment Pack

Regional Worker, West Lothian and Falkirk

April 2025

Hello.

Thank you for taking the time to check out this new Regional Worker vacancy for West Lothian and Falkirk.

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

Much of our work is in schools, residentials and missions either working with children and young people or encouraging and enabling volunteers and churches to develop their ministry amongst them. In all our activities we seek to place emphasis on prioritising the disadvantaged, working with the church, taking account of the family context of the children and young people we work with and evaluating the effectiveness of ministry.

Within our Local Ministries Department, this role will be part of SU Scotland's East Team. The focus of the work will be West Lothian, Falkirk and Larbert.

Please enjoy reading through the enclosed recruitment pack and if you have questions about the role prior to applying, just shout.

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

We long to see thousands more young lives transformed by hearing and knowing of God's love for them! Do you sense that God is calling you to be part of this?

Robin



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



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Two young women are sitting on a dark red couch. The woman on the left has long dark hair and is wearing a grey sweater with a red lanyard. The woman on the right has blonde hair and is wearing a pink hoodie. Both are holding open books and looking towards the right. The scene is set indoors with patterned curtains in the background.

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 2,200 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 VISION & VALUES



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

Everything we do is governed by two core values: [dependence on God](#) and [deepening relationships](#).

We love to see children and young people:

- **Feeling valued and accepted in every encounter with SU Scotland** being able to express their views, engage with others, and grow in confidence as they recognise and develop their abilities.
- **Exploring the key stories and events from the Bible**, reading and studying the Bible on their own and with others, and growing in their understanding of God and what it means to follow him.
- **Having opportunities to learn about Jesus**. Making the decision to follow Jesus, and having the confidence to reflect this in their choices, attitudes and actions.



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 – Residentials transforming lives

JOB OVERVIEW

Job Title: Regional Worker – West Lothian and Falkirk

Purpose: To fulfil the vision of Scripture Union Scotland in the region, working towards seeing children and young people DISCOVERING God’s love, EXPLORING the Bible together, RESPONDING to Jesus and FLOURISHING in their faith

Salary: £31,210 – £33,422 per annum, plus generous employer pension contributions, annual leave entitlement and Employee Assistance Programme

Location: Hybrid: Edinburgh’s SU Office/home and throughout region as required

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

Managed By: East Team Leader

Key Relationships:

Internal:

Regional Team Leader, Local Ministries Staff – including Director of Local Ministries and East Team, Volunteers Department Staff, Missions Development Manager, Digital Youthwork Lead, Young Leaders’ Development Lead, Fundraising Team, Prayer & Church Partnerships Coordinator, Bible Alive Development Coordinator, Ministry at the Margins Lead, Holidays and Centres Staff

External:

Children and young people, SU Scotland Volunteers, headteachers and school staff, church leaders, youth workers, parents





TASKS & RESPONSIBILITIES

To develop and implement an integrated ministry plan for the Region for 2025-2027 that reflects the SU Scotland Strategy and Goals Leadership

There will be a specific focus on growing local ministry hubs around every high school cluster in the region, increasing opportunities to serve schools and communities in partnership with others.

To create opportunities for children and young people in the Region to DISCOVER God's love for them at school, at home, at centres and in the community

- Developing and supporting new and existing expressions of ministry in/for schools, including SU Groups in schools, outdoors or in other venues and for a growing age range of pupils
- Working with adult volunteers and church leaders to identify, recruit, train and support senior pupil leaders for secondary SU Groups
- Supporting existing discipleship groups and promoting the creation of new Connect groups where appropriate
- Recruiting, training, supporting and encouraging volunteers to lead these groups/activities

To create opportunities for children and young people in the Region to EXPLORE the Bible together at school, at home, at centres and in the community

- Establishing and maintaining positive relationships with schools, specifically:
 - promoting Bible Alive and the teaching of the Christian festivals within the RME curriculum
 - promoting schools' residentials at SU Scotland activity centres
- Working with the Missions Development Manager to encourage churches in the region to run missions and holiday clubs
- Working with the Ministry at the Margins Lead to deepen relationships with 'urban' ministry partners and advance ministry among the marginalised in the region

To create opportunities for children and young people in the Region to RESPOND to the significance of Jesus

- Developing an appropriate programme of residential and non-residential events to further ministry in the region
- Promoting the SU Scotland programme of weekend and week-long residential events
- Encouraging appropriate follow-up activities for young people attending residentials
- Leading or participating in residentials throughout the year
- Demonstrating Christian faith whilst living amongst young people and volunteers on residential

To create opportunities for children and young people in the Region to FLOURISH in their faith

- Equipping and enabling Christian pupils to live for Christ at school, at home, at church, in the community and beyond, by:
 - promoting and getting involved in the Equip programme: Events, Seminars and Training (for pupil leadership of SU Groups)
 - encouraging children and young people to meet God daily through the Bible and prayer
 - promoting the COMMISSION programme with churches, volunteers and senior pupils
- Leading or participating in events within the COMMISSION programme
- Identifying and investing in a small group of young people with leadership potential

TASKS & RESPONSIBILITIES

To develop and strengthen ministry partnership, and invite others to partner with us

- Recruiting, training, supporting and encouraging volunteers in the region, including:
 - growing the number of SU Group volunteers and Team Leaders
 - investing in a small number of key volunteers in the region, including younger volunteers with leadership potential
 - ensuring that the Recruitment and Monitoring of Volunteers Policy is appropriately maintained in the area
- Supporting the work of our Associate Trusts and Workers where applicable
- Communicating regularly with prayer partners and financial supporters in the region
- Connecting with and growing the prayer network in the region, including SU Scotland Prayer Groups and the Pray for Schools network
- Working with existing Action Groups and seeking to establish new Action Groups where appropriate
- Communicating with church leaders, children's and youth leaders in the region
- Sharing the vision of SU Scotland's ministry at church services and other church meetings
- Developing and implementing a support-raising plan for your region
 - Fundraising staff will resource you for this task and your line manager will agree an action plan with you that reflects the nature of your role
 - Time is set aside as part of the working week for these tasks (10% of your time)
 - Action plans may include:
 - personal approaches to potential prayer and financial supporters to invite them to partner in your ministry
 - regularly updating your action plan and keeping track of tasks undertaken
 - regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
 - promoting volunteer opportunities

To ensure effective administration of the work, including:

- Keeping the Impact Study up to date
- Maintaining appropriate records of school activity and other data
- Updating information about local schools and churches



OTHER REQUIREMENTS

In common with all SU Scotland 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 retreat and three other Local Ministries staff events as they arise, taking part in planning and/or delivering activities/sessions as required.
- Taking part in other Scripture Union activities where appropriate e.g Big Celebration.
- 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.

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.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience / Skills		
Excellent written communication and presentation skills	✓	
Computer literate, experience of Word, Excel, Powerpoint, Publisher	✓	
Demonstrate understanding of the Scottish school system	✓	
Ability to communicate effectively in a variety of settings, with a wide age range of people (educational, multi-agency partnership, churches)	✓	
Awareness of the Scottish church scene		✓
Experience of residentials and holiday clubs	✓	
Experience of schools' ministry	✓	
Experience of ministry at the margins		✓
Leadership		
Ability to inspire confidence and accept responsibility in a variety of contexts	✓	
Experience of leading teams	✓	
Experience of envisioning, training and supporting volunteers	✓	
Understanding of appropriate delegation		✓
Ability to recruit, train and motivate volunteers	✓	
Education		
Degree-level qualification or professional equivalent qualification		✓
Relevant experience with young people	✓	
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith and having the confidence of his or her church fellowship	✓	
Ability to undertake evening and weekend duties	✓	
Ability to establish positive relationships with children, young people and adults	✓	
Aptitude		
Ability to communicate confidently, sensitively and diplomatically, with all types of people	✓	
Ability to articulate biblical truth and share clearly especially with children and young people	✓	
Ability to encourage others in Christian discipleship	✓	
Ability to represent the organisation in a professional manner	✓	
Capacity to multi-task across a number of simultaneous projects		✓
Demonstration of commitment and drive	✓	
Ability to be both self-motivated and an adaptable team player	✓	
Willingness to engage with all aspects of support raising	✓	
Other		
Willing to use own transport and have a full current driving licence	✓	
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓



TERMS & CONDITIONS

HOURS

The post is full time, working 37.5 hours per week. This role will require occasional evening and weekend working. This has 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

£31,210 – £33,422 (dependent on experience) per annum. 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.

HOLIDAYS

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 jonathan.idle@suscotland.org.uk
- Follow this link to apply:
<https://suscotland.bamboohr.com/careers/77>
- Submit your completed forms through the Bamboo application portal before the closing date – 4pm, 9 May 2025
- Interviews will be held on 22 May 2025

THANKS FOR YOUR INTEREST!



SU Scotland

@suscotland    

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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.