

RECRUITMENT PACK



Trainee Commis Chef, Lendrick Muir



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

Trainee Commis Chef

February 2025

Hello.

Thank you for taking the time to check out this opportunity to join the SU Scotland team.

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

Lendrick Muir is one of our outdoor centres where young people have the opportunity to visit as part of a school residential, SU weekend or holiday, or with their church group. Whilst enjoying time in God's amazing creation and taking part in some of the outdoor activities, they also have the opportunity to explore faith.

As part of the catering team you will play a vital role in creating a welcoming and supportive environment for every young person.

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

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

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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 2,200 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: Trainee Commis Chef

Salary: Starting at £10,200 per annum plus accommodation, generous employer pension contributions, annual leave allowance and Employee Assistance Programme

Location: Lendrick Muir

Contract: Full-time, fixed term – 2 year training programme

Managed By: Assistant Catering Manager

Key Relationships: Internal: Catering Team, Lendrick Muir team

External: Centre guests, volunteers





TASKS & RESPONSIBILITIES

Purpose

To support the Catering and Assistant Catering Manager to fulfil the varied catering functions and associated tasks at Lendrick Muir.

What's involved?

- Preparation, assisting with cooking and service of food to all catered groups
- Ensuring routine checks are carried out and recorded in relation to:
 - fridge and freezer temperatures
 - stocking lines and chemicals in kitchens
 - recycling
 - balancing of 3 kitchens
 - maintaining a high level of cleanliness in kitchen areas
 - dealing with incoming orders and storing correctly
- Supporting special events (Big Celebration, Fundraising Meals etc)
- To participate fully with the in-house and external training programmes which form part of your development opportunities to progress towards becoming a qualified Commis Chef

General tasks and other duties

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike.

- Living onsite in staff accommodation as provided
- Being willing to assist in any other tasks in other departments as required and requested by your line manager
- The work rota for this post includes a mixture of weekend working and evenings

Full participation in the life and ministry of SU Scotland will include:

- attending and taking part in staff meetings and corporate staff prayer, to hear of SU Scotland's work and to spend time in prayer and worship together
- involvement in the annual staff retreat and other staff days as they arise

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 development reviews, 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

Ministry Partner Development

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. This 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

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.

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. If skills and capacity allow, this might include maintenance of the building or grounds, cleaning for visiting guests or delivering activity provision.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience		
Demonstrated interest in catering or cooking	✓	
Previous roles will have involved work on own initiative		✓
Education		
Food hygiene certification or willingness to achieve within short timeframe.		✓
Willing to undertake training	✓	
Social		
Sympathetic to the values of SU Scotland	✓	
Able to undertake evening and weekend duties on occasion	✓	
Aptitude		
Willingness to learn new skills and improve knowledge	✓	
A positive attitude towards undertaking tasks required	✓	
Ability to work alone or as part of a team	✓	
Commitment to providing a high standard of guest service	✓	
Ability to understand and adhere to relevant health and safety procedures	✓	
Other		
Own transport and a full current driving licence		✓
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓

A photograph of two young women with long red hair, smiling and standing in a field. They are wearing white t-shirts. The background shows other people and a grassy area under a bright sky.

TERMS & CONDITIONS

HOURS

The post is full time, working 37.5 hours per week, subject to variation in accordance with seasonal hours and the fulfilment of your responsibilities with agreement with your line manager. This role will require occasional evening and weekend working. The term of the post is 2 years.

PROBATIONARY PERIOD

The first three 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 fixed term 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 one month. 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. Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

SALARY

An allowance of £10,500 per annum plus accommodation. 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 Rhoda Broadley at rhoda.broadley@suscotland.org.uk
- Download your application by clicking the following link: <https://suscotland.bamboohr.com/careers/69>
- Submit your completed forms through the BambooHR application portal by 30 March 2025.
- Interview will take place on 15 or 16th March 2025
- Start date – 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.