



SU Scotland

Director of Local Ministries

Recruitment Pack
May 2023



Hello.

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

Our shared vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus. In addition to our work in schools, with churches and in SU centres, for over 80 years we have run a vibrant programme of holidays and camps for children in P5 through to S6.

Building on well-established foundations, this role offers a rewarding opportunity to bring focussed, strategic leadership to our frontline ministry in schools and groups of children and young people in local communities, and serve as part of a nationwide network of passionate and committed colleagues (staff, associates and volunteers) who help make the ministry happen.

Our current strategic goal is to see SU Scotland's impact grow from connecting with **2%** of children and young people each year to **5%**.

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

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

Best wishes



Robin MacLellan
CEO

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 like-minded 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
- **Magnitude Festival** welcomes 1,000+ delegates
- 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
- We partner with **churches** across Scotland, helping them realise their vision for mission and evangelism.



Our vision and 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.

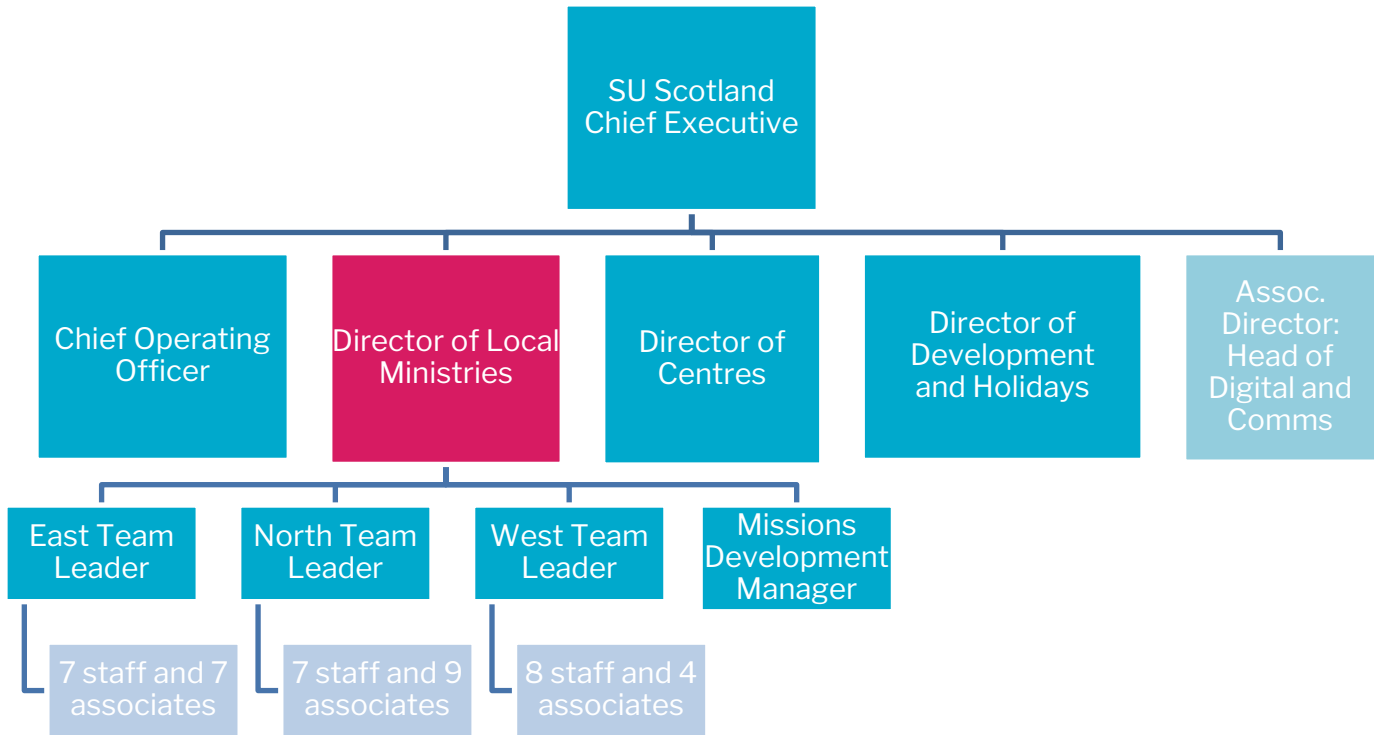


Key aspects of the role

- ✓ Serving as a key member of the **Senior Leadership Team**
- ✓ Setting goals and monitoring progress to ensure **Ministry effectiveness**
- ✓ Leading **strategic development** of local ministries



How this role fits in



Director of Local Ministries

Job Description

Job Title:	Director of Local Ministries
Location:	Hybrid - working from SU Scotland office / home
Responsible to:	Chief Executive Officer
Management of:	Regional Team Leaders, Missions Development Manager
Contract Term	Full-time, permanent

OVERVIEW: Scripture Union (SU) Scotland's vision is:

**To see the children and young people of Scotland
exploring the Bible and responding to the significance of Jesus**

We are an interdenominational movement committed to reaching the children and young people with the good news of Jesus Christ. 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 family context and evaluating the effectiveness of ministry.

Staff are expected to demonstrate continual reliance on God through active participation in and leadership (as required) of prayer and Bible teaching and consistently demonstrate Christlikeness in attitude towards others and in behaviour at work.

Purpose:

- a) As part of the Senior Leadership Team to bring strategic leadership and spiritual direction to the organisation, ensuring that the Bible and prayer are central to personal life, to the work of those for whom they are directly responsible and to the wider organisation.
- b) To lead and develop the Local Ministries department of the organisation, enabling fulfilment of the vision of SU Scotland. This involves:
 - Working with and supporting the Regional Team Leaders to develop strategies to fulfil the vision across the SU-designated regions of Scotland
 - Identifying and addressing challenges and opportunities presented by the changing environment in education and amongst young people in Scotland
 - Ensuring the effective delivery across the local ministries teams of different initiatives and resources.
- Encouraging expansion of partnerships with local churches to deliver holiday mission activities in their communities

Working Relationships:

Internal: CEO, COO, Director of Development, Director of Centres, Director of Development and Holidays, Head of Digital and Communications, Local Ministries Board Committee and its operational sub-committees, Head of Finance, Head of Fundraising, HR Partner, Holidays Manager, Lead – Ministry at the Margins, Head of CRM and Analytics, Prayer Coordinator, Volunteers Manager, SU Action Groups, Associate Trusts

External: Youth ministry leaders, Church Leaders, Christian leaders in Education, Christian Values in Education, groups, including cross-cultural groups, with an interest in working with children/young people

Main Tasks

1. Working as part of the Senior Leadership Team:

- 1.1. Undertaking agreed roles in the overall leadership of the charity, including leading prayer and Bible engagement sessions and modelling commitment to the vision of seeing children and young people exploring the Bible and responding to the significance of Jesus
- 1.2. Discerning God's will for the charity and ensuring that the core values of dependence on God and deepening relationships are expressed in every area of the ministry
- 1.3. Building relationships and exploring possibilities for partnership with leaders in churches, Christian organisations and in education
- 1.4. Supporting all aspects of resource-raising for the ministry, including relationships with key donors and trusts
- 1.5. Ensuring that SU Scotland operates as a coherent organisation where staff are helped to see their contribution beyond their department
- 1.6. Representing SU Scotland on the management committee of Christians Values in Education
- 1.7. Setting clear goals and monitoring activity against relevant metrics
- 1.8. Other tasks allocated or delegated by the CEO

2. Working to provide clear opportunities for children and young people to explore the Bible and respond to the significance of Jesus through: -

- 2.1. Promoting and delivering the agreed strategy across the regions of Scotland and regularly evaluating the effectiveness of delivery
- 2.2. Developing strategies for ministry including work in and with Schools, Missions (in partnership with local churches) and Ministry at the Margins;
- 2.3. Working with the Holidays Department and Centre Directors to provide an effective joined-up strategy between Schools' and Missions' ministry and all residential events
- 2.4. Working with the Volunteers Manager to ensure volunteers involved in Schools and Missions ministry are accredited, supported and developed.
- 2.5. Working with the Director of Development to ensure the provision and promotion of discipleship and leadership development opportunities for young people
- 2.6. Participating in SU Scotland events for children and young people and leading these events where appropriate
- 2.7. Growing financial, prayer and volunteer support across the regions
- 2.8. Identifying and filling gaps in provision of ministry resources and policy statements, whether through procurement or production
- 2.9. Overseeing the management and development of the Associate Worker Scheme
- 2.10. Overseeing the growth and development of volunteer Action Groups
- 2.11. Representing SU Scotland on the steering group of Serve Your Local School

3. Leading the Local Ministries Team by –

- 3.1. Casting a vision to staff and volunteers in Local Ministries of God's mission and ensuring that the good news of Jesus is clearly and effectively communicated to children and young people
- 3.2. Working with and reporting to the Local Ministries Board Committee within the governance structure of SU Scotland
- 3.3. Planning and chairing regular and frequent meetings of the Local Ministries Management Team
- 3.4. Coach, line-manage and develop the Regional Team Leaders and Missions Development Manager professionally and spiritually, both as individuals and as a team
- 3.5. Taking responsibility, in collaboration with Local Ministries Management Team colleagues, for production of an annual departmental budget and ensuring adherence to the agreed budget
- 3.6. Ensuring Local Ministries staff are recruited, trained, coached, performance managed and developed in their understanding of the Christian faith and in appropriate skills for their work
- 3.7. Overseeing regular gatherings for Local Ministries staff and associate workers – both in person and on line for teaching, training and fellowship purposes.
- 3.8. Developing a support-raising strategy with agreed targets across the Local Ministries Department
- 3.9. Line-managing the Missions Development Manager and working together with them to develop the programme of Missions across Scotland

4. Support Raising

4.1 Each member of the SU Scotland staff team is involved in support raising and contributing our current strategy focus of "grow the team". 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 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

5. In common with all SU Scotland staff members:

- 5.1. Further the aims and activities of SU Scotland
- 5.2. Undertaking professional development through active participation in regular work coaching, appraisals, supervision and internal or external training as required or individually identified. All staff are required to attend the annual Staff Conference.
- 5.3. Taking part in other SU activities where appropriate.
- 5.4. Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond

6. In common with all SU Scotland Line Managers:

Take responsibility for ensuring that staff development policies and practices are implemented for all members of staff within her/his area of accountability – including regular coaching and performing an annual development review for each member of accountable staff

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.

Updated: May 2023

Director of Local Ministries

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience		
At least 5 years' management experience in a secular or Christian ministry context	✓	
Experience in the field of Education and/or knowledge of current children and youth trends, specifically within the Scottish educational system	✓	
Involvement in development and execution of strategic plans	✓	
Evidence of having worked with churches / Christians from a range of denominational backgrounds		✓
Experience in operating and controlling budgets	✓	
High levels of computer literacy in office software	✓	
Education		
Degree-level qualification or equivalent in relevant subject	✓	
Evidence of theological exploration and reflection		✓
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of his or her church fellowship	✓	
Demonstrates commitment to regular Bible engagement and prayer	✓	
Able to undertake evening and weekend duties	✓	
Possessing knowledge of wider Christian mission		✓
Aptitude		
Demonstrates the capacity to operate at Director level within a national organisation and with proven ability to think analytically and strategically	✓	
Evidences a heart to reach the children and young people of Scotland for the gospel	✓	
Ability to network, establish credibility and inspire ownership of the vision and values of SU Scotland	✓	
Able to provide spiritual leadership by modelling and teaching Christian lifestyle, values and work practices	✓	
Theological astuteness and an ability to articulate the Christian message in a range of settings, including with young people, staff, in a local church and cross cultural/other religion context	✓	
Ability to work on own initiative and to multi-task across simultaneous work streams	✓	
Excellent communicator both verbally and in writing with accompanying listening skills across a variety of settings, including age-range and comprehension level and in church, educational and multi-agency contexts	✓	
Demonstrates commitment and drive	✓	
Other		
Own transport and a full current driving licence	✓	
Able to demonstrate knowledge and understanding of Scripture Union Scotland	✓	

TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is full time, working 37.5 hours per week. It will require some evening and weekend working on an occasional basis. The term of the post is permanent.

2. 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.

3. 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 three months.

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 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.

4. SALARY

£43,665 - £48,009 (dependent on experience) per annum.

You will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. 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.)

6. LIFE INSURANCE COVER

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

7. 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.

Possible next steps...

- If you feel this role is something that God may be calling you to apply for:
 - ❑ For a no-obligation, confidential conversation to explore the role, feel free to email robin.maclellan@suscotland.org.uk
 - ❑ For general questions, please email hr@suscotland.org.uk
 - ❑ Download your application form from the relevant job page accessed via www.suscotland.org.uk/jobs
 - ❑ Submit your completed application documents through the page or by email to hr@suscotland.org.uk before the closing date – **4pm, Monday 12 June 2023**

Thanks for your interest!

www.suscotland.org.uk | [@suscotland](https://twitter.com/suscotland)

Scottish Charity SC011222

