

Additional Support Needs Development Coordinator

Recruitment Pack

November 2023



Thank you for taking the time to explore the **Additional Support Needs Development Co-ordinator** role that forms part of Scripture Union Scotland's Ministry at the Margins strategy. We are excited to be recruiting for this role as we seek to further develop our work in this area.

The vision of Scripture Union Scotland is to "see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus".

34% of young people in Scotland have a noted Additional Support Need or disability and are more likely to experience poverty than others. They are also less likely to experience a fulfilling education or leave school with outcomes that reduce the chance of living in poverty as adults. As such, ASNs and disability can be a result of poverty as well as a cause of poverty.

We are committed to ensuring that all areas of SU Scotland ministry can be readily accessed by those with ASNs through the development of inclusive strategies and practice.

To achieve this, we want to identify someone who is passionate about enabling young people with ASNs to explore the Bible and respond to the significance of Jesus, has a clear understanding and experience of working with young people with ASNs. This role will carry responsibility for developing and providing leadership for this ministry area across SU Scotland.

In this pack, you can read further about the ministry of SU Scotland, our vision, values and strategy. You can also find out more about the key requirements of the role and how to take the next steps in applying to become SU Scotland's new Development Co-ordinator for Additional Support Needs.

Tim Raynes

Ministry at the Margins Lead

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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 operates 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 100 staff and associate workers.

- Our **SU Holidays and weekends** are the place to be for high energy activities, music, creative arts, crafts, friends, fun, camping, Bible exploration and a whole lot more
- Our **Magnitude Festival** adds another dimension to our range of Holidays
- Our **residential centres** – Alltnacriche, Gowanbank and Lendrick Muir are places of adventure, escape, discovery and hope. Thousands of school pupils are hosted on residential breaks each year
- We work in **schools** throughout the academic year. The **Local Ministries** team of staff along with hundreds of volunteers contribute to the curriculum in many of Scotland's schools. In addition, over 280 schools have **SU Groups** meeting week by week, rebuilding after Covid
- Our **discipleship** programmes help young people grow, learn and explore faith together in small groups and in conference style events. Our **COMMISSION** programme helps prepare senior pupils and students gain leadership skills and get ready to serve on holidays, missions and in their local church
- We partner with **churches** across Scotland helping them to realise their vision for mission with young people in their community

Our Strategy:

Our vision

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

Our values

- Dependence on God
- Deepening relationships

Our priorities

- 1) **Rebuild** – we continue to rebuild activities following the impact of Covid
- 2) **Focus** – we are focussing and expanding two key areas:
 - **Digital** – creating content and event to reach and connect with children and young people where they are all year round
 - **Ministry at the Margins** – increasing provision for priority children and young people (*this new role particularly fits in here*)
- 3) **Invest** – investing in enabling young people to become confident followers of Jesus and future leaders

Outcomes for children and young people



Additional Support Needs Development Co-ordinator About

Ministry at the Margins is a key area of focus for SU Scotland. We are creating a culture amongst our staff and volunteer team consistent with God's concern for the marginalised, seen throughout the entirety of Scripture.

This concern, we trust, develops a posture towards and alongside children and young people who experience marginalisation. We have identified six areas in which young people can be marginalised:

- Additional Support Needs
- Relative poverty
- Affected by a family member's imprisonment
- Care-experienced
- Refugee/asylum seekers
- Minority ethnic

Young people with ASNs access all our areas of ministry - schools, missions, holidays, school residentials, discipleship events, and yet we recognise that there is far more that could be done to see "every child and young person" engaged in SU Scotland ministry. This new full-time role aims to help us do just that connecting with staff and volunteers across the breadth of the organisation.

Interested? Then read on.....

Additional Support Needs Development Coordinator



Contract: Full time - Fixed term for 3 years, with the possibility of extension, depending on funding

Salary: £30,314 - £32,683 per annum plus generous pension scheme, Employee Assistance Programme and other benefits

Location: Hybrid – home/nearest SU Scotland office

Start date: March 2024, but can be flexible, depending upon requirements

Who we are: Scripture Union Scotland's vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus. We are a national charity, with around 100 staff and around 2,000 volunteers. Our activities take place in schools, outdoor activity centres, and churches.

We are seeking a full time Additional Support Needs Development Coordinator to join our Ministry at the Margins team, leading SU Scotland's ministry in this area.

Key Responsibilities

- Providing strategic leadership: developing and enabling good practice for ASNs in all ministry contexts across SU Scotland
- Ensure appropriate resources are developed for use within ASN contexts
- Organising and delivering specialised events that train, resource and inspire different stakeholders
- Engaging in ministry with children and young people with ASNs
- Raising further financial support for this post

Who we are looking for: The successful applicant will have a passion for, have been involved in and have clear understanding and experience of working with children and young people with a wide variety of Additional Support Needs. A strategic and creative thinker, resource developer and trainer, you will be able to communicate confidently, sensitively and diplomatically, inspiring others, both SU Scotland staff and volunteers.

For this post, it is important that you are able to demonstrate a commitment to SU Scotland's ethos, working principles and vision. It is also an Occupational Requirement (Equality Act - part 1, schedule 9), that the post-holder is a committed Christian.

SU Scotland want everyone to feel that they are welcome, valued, and respected. Having a diverse team allows for a range of perspectives and experience. We encourage all qualified candidates to apply.

The appointment will be subject to a satisfactory PVG Scheme Disclosure.

If you'd like to find out more, please contact our Ministry at the Margins Lead, Tim Raynes at tim.raynes@suscotland.org.uk. More information and an application pack can be downloaded from our website: www.suscotland.org.uk/jobs.

Alternatively, you can email us at hr@suscotland.org.uk.

Closing date: 4pm, Friday 5 January 2024

Interview date: 22 January 2024

Scripture Union Scotland is an equitable employer and operates a safeguarding policy.

Scottish Charity No. SC01122



Additional Support Needs Development Co-ordinator Job Description

JOB TITLE: Additional Support Needs Development Coordinator

LOCATION: Hybrid – working from nearest SU Office with flexibility to work from home by agreement with Line Manager. The post holder will be required to travel regularly across Scotland.

REPORTS TO: Ministry at the Margins Lead

ROLE PURPOSE: To provide leadership, training and strategy in support of ministry with children and young people with Additional Support Needs, ensuring that SU Scotland exhibits best practice in all ministry contexts.

CONTRACT TERM: Fixed Term (three years)

WORKING RELATIONSHIPS

INTERNAL: Local Ministries staff, SU Holidays and Missions Staff and Team Leaders, ASN Action Group, Prayer and Church Partnerships Coordinator, Volunteers Manager, Centre Directors and Centres staff.

EXTERNAL: Volunteers; other Christian agencies or denominational workers engaged in similar ministry e.g. Urban Saints, Prospects Across Scotland.

OVERVIEW:

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

We are an interdenominational movement committed to reaching children and young people with the good news of Jesus Christ. Much of our work is in schools, residential and missions either working with children and young people or encouraging and enabling volunteers and churches to develop their ministry amongst them.

With 34% of Scottish pupils having a noted Additional Support Need, 7,500 pupils attending Special Schools and over 400 schools having Integrated Special Units, an integrated strategy for inclusion, training and resourcing is required. As an expression of God's concern for those at the margins and as an integral part of our vision and strategy, SU Scotland is committed to ensuring that our staff and volunteers are supported and resourced in their ministry approaches and

contexts. We long that young people with Additional Support Needs have opportunity to explore the Bible and respond to the significance of Jesus.

SU Scotland staff are expected to demonstrate continual reliance on God through active participation in, and leadership of, prayer and Bible teaching and to consistently demonstrate Christlikeness in attitude towards others and in behaviour at work.

MAIN TASKS AND RESPONSIBILITIES

- 1. Additional Support Needs (ASN) Champion** – providing strategic leadership: developing and enabling good practice for ASNs in all ministry contexts across SU Scotland. This will include:
 - a. Working alongside the Ministry at the Margins Lead and others, to create and evaluate ASN strategy, implementing change to address areas of weakness
 - b. Developing our thinking and theology of Additional Support Needs in all its forms including trauma and disability, enabling staff and volunteers to consider their posture towards those with ASNs, and what we may learn from them
 - c. Creating a strategy for SU Scotland ministry within Special Schools
 - d. Maintaining a high level of knowledge of best practice relating to ASNs including trauma informed practice
 - e. Developing links with organisations across Scotland that add further value to our working practices, learning from and supporting others

- 2. Resource development** - ensure appropriate resources are developed for use within ASN contexts. This will include:
 - a. Developing and reviewing existing ASN resources that can be used across the organisation – e.g. calm boxes
 - b. Leading the creation of appropriate resources for use with children and young people in Special Schools or Integrated Special Units within mainstream schools. This may involve adaption of existing resources.
 - c. Consulting with resource developers within SU Scotland ensuring that, where appropriate, resources are inclusive of those with ASNs.

- 3. Trainer** - organising and delivering specialised events that train, resource and inspire different stakeholders. This will include:
 - a. Identifying training needs of SU Scotland staff and volunteers, encouraging growth in child centred approaches, considering creative solutions to meet needs
 - b. Designing training and creating resources for use with staff and volunteers
 - c. Identifying opportunities to support church partners, where appropriate, with training and their approach to young people with Additional Support Needs

4. Practitioner – engaging in ministry with children and young people with ASNs.

This may include:

- a. Supporting SU Holidays and Missions offering advice where 1-1 support is required for specific children or young people
- b. Being part of an SU Holiday or Mission team where 1-1 support is required for individuals (these activities require periods of 24 hour responsibility in a residential setting for up to a week and periods away from home outwith traditional office hours)
- c. Involvement with and supporting Centres staff in their delivery of School Residentials.
- d. Identifying and developing SU Scotland ministry with Special Schools, and/or mainstream schools with Integrated Special Units
- e. Modelling of good practice in and support of other staff and volunteers engaging within these contexts, and on school residentials

5. Spiritual leadership: as a practising Christian, to be involved in the strategic leadership of SU Scotland and to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers. Full participation in the life and ministry of SU Scotland will include:

- a. Involvement in (including leading) staff prayer gatherings
- b. Involvement in the annual staff residential conference and other staff meetings
- c. Participation in major events both internally and externally, representing the organisation and promoting opportunities for volunteering

6. To be involved in support raising

Each member of the SU Scotland staff team is involved in support raising: building partnerships with existing and potential supporters to encourage prayer, giving and volunteering, both for their role and the wider ministry of SU Scotland. Support Development 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. Action plans may include:

- a. personal approaches to potential donors and prayer supporters to invite them to partner in your ministry
- b. regularly updating your action plan and keeping track of tasks undertaken
- c. regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- d. promoting volunteer opportunities

7. Events and Gatherings

All staff are expected to attend the annual Staff Retreat (usually 3 days) to come together to depend on God and deepen relationships, and receive appropriate training, as well as the Big Celebration (usually in August).

8. Other Duties

In common with all SU Scotland staff members:

- a. further the aims and activities of SU Scotland
- b. undertake professional development through active participation in regular work coaching, appraisals, supervision and internal or external training as required or individually identified
- c. take part in other SU activities where appropriate, including national committees and events as agreed with your line manager
- d. demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond

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.

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 Additional Support Needs Development Coordinator

CRITERIA	ESSENTIAL	DESIRABLE
Experience and Understanding		
Understanding of the way children and young people learn	✓	
Understanding of the world of children and young people experiencing life with ASNs	✓	
Experience in the development and implementation of an ASN strategy		✓
Significant experience of hands-on roles working with children and young people with ASNs	✓	
Understanding and awareness of Adverse Childhood Experiences and trauma informed practices	✓	
Experience of developing and delivering resources and training		✓
Leadership		
Exhibiting mature leadership in ministry delivery, and able to provide support for other leaders	✓	
Ability to envision, inspire and support staff and volunteers	✓	
Ability to encourage others in Christian discipleship	✓	
Aptitude		
Ability to represent the organisation in a professional manner	✓	
Ability to display sensitivity, diplomacy and self-awareness in communication	✓	
Ability to 'champion' the needs of children and young people with ASNs, both within SU and the wider church	✓	
Capacity to multi-task across simultaneous projects		✓
Demonstrates commitment and drive	✓	
Able to articulate Biblical truth in creative and relevant ways	✓	
Self-motivated and able to work remotely/hybrid	✓	
Work Skills		
Ability to develop long-term strategic work plans	✓	
Good time-management skills and an ability to prioritise	✓	
Sound research/analytical ability to ensure up to date, consistent advice /guidance across areas relevant to the role		✓
Excellent written communication and presentation skills; and ability to deliver in a variety of settings (multi-agency partnership, churches, young people)	✓	
Computer literate, experience of Word, Excel, PowerPoint, Outlook	✓	
Education		
Degree-level qualification or equivalent – background in education, social work or community development	✓	
Social		
A practising Christian whose lifestyle is in keeping with Scripture Union Scotland's ethos and statement of faith. Must enjoy the confidence of his/her church fellowship.	✓	
Ability to establish positive relationships with children, young people and adults	✓	
Able to undertake evening and weekend duties away from home.	✓	
Other		
Own transport and a full current driving licence	✓	
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓

Additional Support Needs Development Coordinator

TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is full-time, working 37.5 hours per week, subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager

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 organisation 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.

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

4. SALARY PACKAGE

Salary will be in the range of £30,314 – £32,683 depending on experience and qualifications. Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. PENSION ARRANGEMENTS

Scripture Union Scotland operates a Group Personal Pension Scheme administered by Aegon for employees over 18 and under 75 years of age which you will be invited to join when you commence employment. Should you choose to join the scheme, 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) following successful completion of your probationary period, with contributions backdated to the date your employee contributions started if this is earlier.

6. LIFE INSURANCE COVER

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

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual entitlement for a full time post begins at 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays).