

RECRUITMENT PACK



Administrator, Volunteers' Team



SU Scotland

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

Administrator, Volunteers' Team

August 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.

Volunteers have always been at the heart of SU Scotland, contributing their time and commitment to the many aspects of SU Scotland's ministry. We currently have 2,500 volunteers.

We are now seeking an administrator to join our Volunteers' team to provide administrative support to both the Volunteers Department (60%) and for a cross-organisational training role (40%).

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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A photograph of two young women 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, holding an open book. The title 'ABOUT SU SCOTLAND' is written in a white, hand-drawn style font across the middle of the image.

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 2,500 volunteers are involved in helping to run our activities, together with around 140 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: Administrator, Volunteers' team

Salary: £23,892 per annum, plus generous employer pension contributions, annual leave allowance and Employee Assistance Programme

Location: SU Scotland's Glasgow office

Contract: Permanent; Full time – 37.5 hours per week

Managed By: Volunteers Manager

Key Relationships: Internal: Volunteers Manager, HR Partner, SU Scotland Team Leaders & volunteers (Holidays, Missions, Local Ministries, Festival, Digital), Local Ministries Team, Holidays and Missions Department, Festival Staff, Communications Team, Young Leaders Development Lead, SU Scotland Centre Staff

External: Disclosure Scotland & Volunteer Scotland (Disclosure Services), Training providers, Referees





TASKS & RESPONSIBILITIES

Purpose

To provide administrative support to both the Volunteers Department (60%) and a cross-organisational training role (40%).

Main tasks and responsibilities

General

- Model qualities of Christian character and commitment, and have a personal commitment to spiritual growth and development
- Attendance at staff meetings for prayer
- Demonstrate commitment to the wider SU Scotland staff team, through attendance at SU Scotland staff conferences and key events such as the annual Big Celebration
- Be committed to pray for and support children and young people in their spiritual, emotional and social development

Administer the volunteer application and update process

- Process applications and monitor the input and storage of volunteers' details on databases
- Scrutinise applications and references to ensure commitment to the ethos of SU Scotland, an appropriate level of understanding of the Christian faith, and suitability for volunteering with SU Scotland
- Submit recruitment decisions to the Volunteers Manager for approval
- Work to maintain compliance with SU Scotland procedures, especially in relation to the security and storage of all records
- Contribute to the development of the online volunteer application process

Administer the PVG Scheme for SU Scotland and Associate Trusts

- PVG Scheme Administration; perform online ID checks, complete SU Scotland and Associate Trust PVG applications via the Disclosure Scotland and Volunteer Scotland online portals and paper systems & update volunteer/Associate Trust records
- Be involved in ensuring procedures are in place for the beginning of PVG renewals in 2026

Administer groups and events on Dynamics

- Create events on the Dynamics database (holidays, missions, Festival, day events, COMMISSION)
- Process weekend registration forms
- Update team lists and respond to enquiries from Team Leaders
- Update SU Group and Connect Group team records
- Process Weekend and Training event reports
- Process volunteer feedback from events

Support the COMMISSION Young Leaders' Training Programme

- Support the Volunteers manager to identify COMMISSION attendee applicants and place them on events
- Process Trainee reports and distribute to relevant Team Leaders

Support the operations of the Volunteer Department

- Act as the first point of contact for queries about volunteering within SU Scotland including, those seeking clarification about the Basis of Faith and Ethos Statement
- Contribute to updating of the Volunteers Procedures Manual
- Contribute to the development of the Volunteers App within Dynamics
- Provide administrative support for the Volunteers Manager and cross-organisational training role
- Produce records, stats and reports from Dynamics
- Monitor and respond to communications in shared inboxes

Administer training courses

- Administer regular volunteer training courses e.g. ASN, Cooks, MiDAS, First Aid, Activities, etc
- Administer staff training – to include venue booking, publicity, course joining instructions and collating course information.

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 retreat 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

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 and responsibilities appropriate to the remit, will be expected as required.

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.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge and Experience		
Experience within an office-based environment	✓	
Experience and proven track record in excellent communication skills in a variety of media, including telephone, written and inter-personal.	✓	
Excellent written and 1:1 communication skills	✓	
Computer literate, with good experience of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and collaboration tools (MS Teams)	✓	
Experience of using Dynamics or similar databases	✓	
Experience of using CANVA or similar creative tools		✓
Experience of developing creative and engaging social media content		✓
Education		
Qualification in relevant area, e.g administration, event management, communications or demonstrable ability at an equivalent level through experience	✓	
Aptitude		
Capacity to prioritise tasks across a number of simultaneous work streams	✓	
Ability to set and meet deadlines	✓	
Able to work on own and use initiative	✓	
Adaptable team player	✓	
Ability to relate with and communicate effectively with a wide range of staff and volunteers	✓	
Able to exercise discretion in the handling of confidential information	✓	
Other		
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	✓	
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓
Ability to provide occasional cover out of office hours for events or summer weekend cover		✓



TERMS & CONDITIONS

HOURS

The post is full time, working 37.5 hours per week and the fulfilment of your responsibilities with agreement with your line manager. This post is permanent.

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 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

£23,892 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 janice.aitken@suscotland.org.uk
- Download your application by clicking the following link: <https://suscotland.bamboohr.com/careers/72>
- Submit your completed forms through the BambooHR application portal by 15 September 2025.
- Interview will take place on 24 September 2025
- Start date – November 2025

THANKS FOR YOUR INTEREST!



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@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.