

SU Scotland
Residentials & Resources Department
Job Description

JOB TITLE: Holidays Administrator (SU Holidays)

LOCATION: Head Office, Milton Street

RESPONSIBLE TO: Assistant Holidays Manager

CONTRACT TERM: Permanent

HOURS: Full Time (37.5 hours per week)

OVERVIEW/PURPOSE: To provide an administration service for SU Scotland's Holidays programme, ensuring high standards of support for all users, whether staff, volunteers, parents or young people.

WORKING RELATIONSHIPS:

Internal:

SU Holidays staff team, other SU Scotland colleagues, SU Holidays Team Leaders, key volunteers.

External:

Partner agencies, social workers, referrers.

Main Tasks and Responsibilities

1. As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:
 - Involvement in staff team meetings including prayer and Bible study.
 - Involvement at the annual staff residential conference and other staff days.
2. **To be responsible for the processing of Holiday bookings, including:**
 - Managing individual bookings
 - Acknowledgements
 - Payments procedure
 - Statistics analysis
 - Approving sponsorship requests
 - Updating bookings as required – i.e. cancellations, transfers and changes of travel
 - Responsible for updating the Holidays Procedures Book
3. **To oversee specific aspects of Holidays bookings, namely:**
 - Ensuring camper health information records are kept up to date and communicated to relevant stakeholders
 - Liaising with social work departments and other partners agencies re camper referrals
 - Appropriate placement of referred campers or campers with Additional Support Needs, including liaising with Team Leaders
 - Presenting Team Leaders with the necessary reports and lists

4. **Involvement in the wider work of the department:**
 - Provide supervisory support to the Holidays Admin Assistant, including delegating tasks as required
 - Composing and managing a forward plan to coordinate the administrative work of the department
 - Responsibility for departmental archiving
 - Taking an active role in providing cover for incoming departmental and organisational phone calls
 - Involvement in the running of the annual Event Leadership Conference
 - Provide occasional office cover on Saturdays during the Easter and summer Holiday season.

5. **Organisational wide involvement through:**
 - Providing support to Regional Administrators with regards to their use of the Young Persons Database
 - Responsible in conjunction with National Ministries colleagues for the National Ministries Procedures Book

6. **In common with all SUS 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.
 - 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.
 - Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement.

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.

December 2017