

Young Leaders' Development Coordinator

Recruitment Pack
December 2017



Hi there,

Thank you for taking the time to explore this exciting new post of Young Leaders' Development Coordinator with Scripture Union Scotland.

Our vision is, "to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus".

Our key strategy for 2016 – 2019 is "growing the team" and in this new role the focus will be on growing the next generation in discipleship and leadership. This new role involves working across the organisation ensuring that our leadership development and discipleship programmes are as intentional and effective as possible. The role will involve a good level of development work and there will be opportunity to work with a wide variety of staff and volunteers.

Through this you will have the opportunity to develop and make a key difference within Scripture Union Scotland and among Scotland's children and young people.

Please read the advert, job description, person specification and terms of employment for this role. If you have further questions and you would like to talk informally, please do get in touch - I'd be delighted to discuss the role further.

With kind regards,



Jackie Ringan

Director of Development (Recruiting Manager)

Tel: 0141 352 7622 (Glasgow)/0131 445 9911 (Edinburgh)

Email: Jackie.Ringan@suscotland.org.uk

Young Leaders' Development Coordinator

Milton Street Office, Glasgow

Salary £14,734 - £15,836

0.6 FTE/22.5 hrs

Plus generous pension scheme

Scripture Union Scotland is a registered charity that helps children and young people in Scotland to explore the Bible and respond to the significance of Jesus. Our activities focus mainly on children and young people in the setting of schools, residential events and churches.

This exciting new role of Young Leaders' Development Coordinator aims to move our work, particularly with older teens and students, to a new level. You will be responsible for the continued development of these areas and for ensuring that a culture of discipleship is nurtured with young people and opportunities for leadership grown. You will have opportunity to work with a wide variety of staff and volunteers, to network with youth and church leaders and to develop strategic partnerships.

We are looking for an individual with considerable experience of working with young people and who has a passion to see them grow in discipleship and be given opportunities for leadership. First class, written and verbal communication skills are essential. You will be flexible and collaborative in your approach with others but be able to keep a clear vision. You will be motivated by the opportunity of a new challenge, to use your initiative and make a significant contribution amongst young people.

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

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

More information and an application pack can be downloaded from our website:

www.suscotland.org.uk/jobs

Alternatively you can email vacancies@suscotland.org.uk or call us on 0141 352 7634.

Closing date: 6th February 2018

Interview date: 19th February 2018

Young Leaders' Development Coordinator Job Description

JOB TITLE: Young Leaders' Development Coordinator - part-time (0.6FTE – 22.5 hours)

LOCATION: Glasgow office, 70 Milton Street, Glasgow G4 0HR

REPORTS TO: Director of Development

CONTRACT TERM: 3 years fixed term (reviewable)

PURPOSE: To fulfil the vision and values of Scripture Union Scotland through coordinating a cross departmental approach to training in relation to young people. Working with colleagues to ensure opportunities for intentional discipleship and leadership development with children and young people develop and grow throughout the organisation.

WORKING RELATIONSHIPS

Internal: Regional Team Leaders; Centre Directors; HR; Volunteers Manager; Regional & Associate Workers; Support Development Manager; Communications Manager; Holidays Manager; Missions Development Manager; gap year leader; Finance Manager

External: Church Leaders; potential and past gap year participants; SU volunteers; senior pupils; parents of gap year participants; SU Event Team Leaders; gap year advisory group

MAIN TASKS AND RESPONSIBILITIES:

1. General

- a) Model qualities of Christian character and commitment, and have a personal commitment to spiritual growth and development
- b) Attendance at weekly staff meeting for prayer and involvement in the leadership of these gatherings
- c) Demonstrate commitment to the wider SU staff team, through attendance at SU staff conferences and key events such as the annual Big Celebration

2. Development and increased profile of the COMMISSION programme:

- a) Review the existing programme and recommend key developments
- b) Oversight & development of the teaching programme at COMMISSION events
- c) Develop a strategy of communication for COMMISSION events
- d) Work with Director of Development to identify Team Leaders for events and ensure guidelines for appointment and approval of Team Leaders are adhered to
- e) Involved in the leadership of one COMMISSION event and attend a further event
- f) Work collaboratively with the Volunteers manager to ensure placements are available for trainees and that communication with participants is appropriate
- g) Develop tools to evaluate COMMISSION, ensuring evaluation is sought from participants, team members and sending youth and church leaders

3. Develop the organisational emphasis of intentional discipleship across ministry streams with children and young people:

- a) continue to work out an emphasis on intentional discipleship bringing greater coherence across ministry streams in relation to work with children, senior pupils and young adults.

- b) join the “growing young people in discipleship and leadership” strategy group
- c) build on the variety of Bible study groups meeting across Scotland and enable volunteers and staff to encourage working in this intentional way
- d) identify helpful Biblical resources for use by volunteers and staff and commission fresh resources as necessary
- e) work with managers in holidays and missions to review teaching programmes where necessary and develop/identify appropriate resources that can be made available to Event Leaders
- f) work with Centre Directors to identify opportunities for discipleship with younger staff in trainee or support positions.

4. Working with gap year leader to ensure development of the gap year programme

- a) Assist gap year leader in the recruitment of participants ensuring appropriate communication with the Volunteers Department and volunteer recruitment policies are adhered to
- b) Support the gap year leader in identifying suitable internal placements and developing partnerships with churches, associate trusts and other organisations as appropriate
- c) Assist in the development of gap year training and study (gap:engage) programme and participate when necessary
- d) Attend meetings of gap year advisory group

5. Act as departmental “urban champion”

- a) Ensure appropriate provision is made for young people from disadvantaged backgrounds to participate in COMMISSION events
- b) Communicate with SU Holidays referrers to increase awareness of SU Scotland’s young people’s training programme

6. Growing the team

- a) Work with the Communications and Support Development Manager to develop strategy for continued communication with young people who have participated in events
- b) Develop partnerships with church leaders/youth workers and other organisations to share good practice and ensure awareness of SU Scotland’s discipleship and leadership training
- c) Research online training opportunities and work with the Volunteers Manager and others to develop specific training and online packages for young people

7. Finance and Administration

- a) Ensure activities keep within budget and be involved in the creation of an annual budget
- b) Work with Line Manager to set appropriate support raising targets for gap year participants and COMMISSION trainees
- c) Work with support development colleagues to ensure applications are made to grant-making bodies

8. Support-raising

Each member of the SU Scotland staff team is involved in support raising and contributing to our current strategy focus of “grow the team”. 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 a track of tasks undertaken
- c) regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- d) being aware of volunteering opportunities and promoting these as appropriate

9. Other responsibilities

- a) be committed to a high level of teamwork within the department, wider organisation and amongst volunteers
- b) network with counterparts fulfilling similar roles with other charities
- c) be committed to a collaborative approach with projects, ensuring that communication with internal and external stakeholders is of the highest standard

10. In common with all SU Scotland staff members

- a) further the aims and objectives of SU Scotland
- b) undertake personal development through active participation in annual work reviews, supervision and internal or external training as required
- c) participate in SU Scotland activities where appropriate
- d) demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond

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.

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.

Last updated: October 2017

Young Leaders' Development Coordinator Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience/Skills		
Ability to communicate effectively, develop appropriate relationships and build networks in a variety of settings with a wide age range of people (young people, colleagues, church leaders and youth workers, other agencies)	✓	
Experience of work with young people and understanding of issues affecting them	✓	
Awareness of the Scottish church scene		✓
Experience of and passion for encouraging others in Christian discipleship	✓	
Experience of training young people and adults	✓	
Experience of residentials		✓
Excellent written communication and presentation skills	✓	
Computer literate, experience of Word, Excel, PowerPoint and Outlook	✓	
Experience of using digital communication and social network platforms		✓
Leadership		
Ability to inspire confidence and accept responsibility in a variety of contexts	✓	
Ability to manage a varied role involving a variety of work streams	✓	
Experience of leading teams and being able to delegate appropriately		✓
Experience of envisioning, training and supporting volunteers	✓	
Education		
Degree level qualification or equivalent	✓	
Qualification in training		✓
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith & enjoys the confidence of his or her church fellowship	✓	
Able to undertake some evening and weekend duties	✓	
Aptitude		
Ability and passion to share biblical truth with children, young people & adults	✓	
Passion to see young people grow in discipleship and leadership	✓	
Ability to communicate confidently, sensitively and diplomatically with all types of people in formal and informal settings	✓	
Ability to represent the organisation in a professional manner	✓	
Demonstration of commitment and drive	✓	
Ability to be both self-motivated and an adaptable team player	✓	
Willingness to engage with all aspects of support raising	✓	
Other		
Willing to use own transport and have a full current driving licence	✓	
Ability to demonstrate knowledge and understanding of Scripture Union Scotland		✓

October 2017

Young Leaders' Development Coordinator

TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is part-time (0.6 FTE), working 22.5 hours per week, subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager.

2. CONTRACT DURATION

The post is fixed term 3 years, reviewable subject to funding.

3. 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.

4. 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 one month 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' notice in total

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

5. SALARY PACKAGE

The full-time salary will be in the range of £14,734 – £15,836 per annum (dependent on experience and qualifications). Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

6. PENSION ARRANGEMENTS

Scripture Union 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).

7. LIFE INSURANCE COVER

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

8. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). This post will have 0.6 of the full-time holiday entitlement which is 20 days per annum.

Possible next steps

- If you would like to explore whether God may be calling you to apply for this role, then:
 - Contact Jackie Ringan for an informal, confidential discussion about the role – 0141 352 7622 (Glasgow)
 - Download the application and equal opps forms from our Website
 - Email your completed forms to:
vacancies@suscotland.org.uk
- Feel free to forward this pack to someone else you think may consider applying

Don't forget

- Closing date – 6th February 2018
- Interviews take place on 19th February 2018

Thanks for your interest

www.suscotland.org.uk