



SU Scotland

Chief Executive

Recruitment Pack
October 2019



Thank you for picking up this pack of material about Scripture Union Scotland. Reading this letter might mean that you are interested in becoming our new Chief Executive which is quite exciting.

Scripture Union Scotland is the largest Christian organisation in Scotland working with children and young people. Our shared vision is to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.

Our present Chief Executive is retiring in the Spring and we are now recruiting his successor. You would stand in a long line of very able people who have served God in Scotland as leaders of SU. We are excited by the idea of someone who will take what has been done in the past and will develop that leadership into the future, growing the organisation in new ways as we seek to serve God together.

There is a large staff team which the Chief Executive leads; the job is based in Glasgow, but the team is spread across Scotland, working in our centres at Lendrick Muir, Alltnacriche and Gowanbank, as well as working in regions across the country in schools and with churches. We also have a huge number of volunteers, young people and supporters, who are in many ways the lifeblood of the organisation.

Elsewhere in this pack you will see exactly the task we are describing and the kind of person for whom we are looking. If this task is something to which you sense God is calling you, we would be delighted to meet you and discover that sense of calling together. If there are any questions raised for you by what you read, please get in touch with us and we will answer these as fully as we can.

James S. Dewar.

Jim Dewar
Chair of the Board, SU Scotland

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 2,000 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, crafts, friends, fun, camping and a whole lot more.
- 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 run SU groups in many of Scotland's schools.
- Our **discipleship** programmes 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, running SU missions and supporting churches in their own missions.



Our vision and values

Our vision is to see the children and young people of 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.



Introducing Scripture Union Scotland

Missions and holiday clubs provide a fabulous setting for children to have fun together and find out more about Jesus. We partner with churches across Scotland, providing support, advice, training, teams and resources.



Our **discipleship** programmes help young people to explore, learn, and grow through delving into the Bible, developing great skills for life and getting trained up for leadership roles.



Schools: Did you know there are SU Groups in about 450 schools up and down the country? This means that in one out of every three schools, children and young people are exploring the Bible, considering the claims of Christ, growing in their faith, sharing the good news about Jesus, becoming leaders, getting involved in their churches and making a difference in their communities.



Prayer: One of our core values at SU Scotland is dependence on God – we are so aware of how much we need his direction, wisdom, and power! Not surprisingly, then, prayer forms a key element of all we do through events like “Encounter.”



Prioritising the Disadvantaged: We want to work with everyone in our society, but, in particular, we make time for those in challenging circumstances, those with limited resources and few opportunities.

Holidays and Weekends:

Outdoor fun, high energy activities, music, crafts, friends, fun, camping and a whole lot more besides. Our 3 centres - Lendrick Muir, Alltnacriche and Gowanbank - are key to this important aspect of our ministry with children and young people.

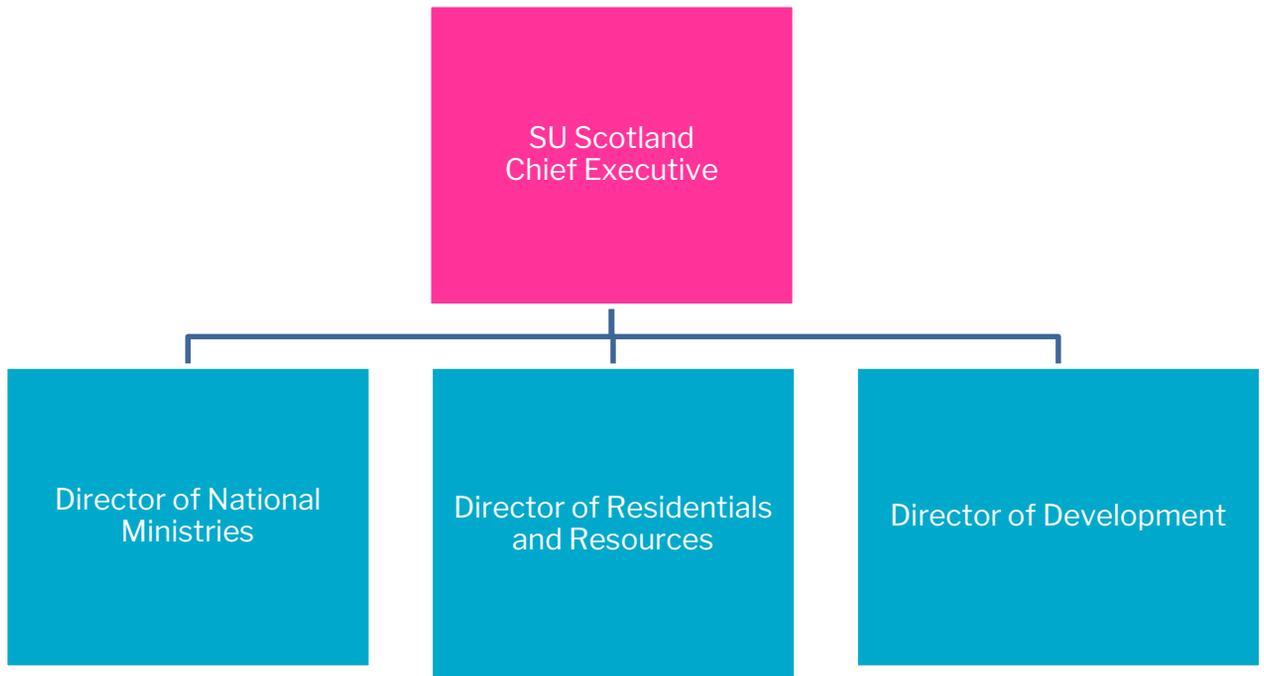


The job headlines!

- ✓ Building Scripture Union Scotland in its vision to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.
- ✓ Growing a culture of training staff, volunteers and young people to serve the vision of Scripture Union Scotland.
- ✓ Being an ambassador for Scripture Union in Scotland and Internationally.
- ✓ Ensuring that Scripture Union Scotland is organisationally robust and above reproach.

Job Title:	Chief Executive
Salary:	£49283 - £53861
Location:	Milton Street, Glasgow
Contract:	Full-time, permanent
Managed by:	The Board Chair on behalf of the Trustees
Responsibility for:	Director of National Ministries; Director of Development; Director of Residential & Resources HR Manager PA

The Leadership Team



Each of these directors leads an area of ministry with their staff group .



Tasks and responsibilities

Building Scripture Union in its vision to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.

- ❖ Be able to uphold and articulate, with confidence, the vision, beliefs, Working Principles and Ethos Statement of Scripture Union Scotland.
- ❖ With passion and wisdom, embed SUS's vision into every aspect of the organisation, providing dynamic leadership of staff and volunteers in pursuit of the vision.
- ❖ Ensure that this vision shapes everything the organisation does - from the partnerships it builds, to the staff we recruit, to the way staff are trained, to the activities we run.
- ❖ Be willing to stop, pull back, or not start activities which do not further the vision.
- ❖ In partnership with the Board and the Leadership Team, set the future strategy of SUS (how we will execute our vision) and oversee its delivery throughout the whole organisation by setting key priorities for the leadership team.



Tasks and responsibilities

Growing a culture of training staff, volunteers and young people to serve the vision of Scripture Union Scotland

- ❖ Lead the leadership team, setting a culture of growth from the top of SUS, so that staff and volunteers are clear and passionate about the vision and values of the organisation, and so that they are continually growing in their ability to teach the Bible, build relationships, and share and defend the gospel
- ❖ Encourage the staff of SUS to grow as Christians, teaching them the Bible and growing their convictions
- ❖ Ensure staff responsibilities and performance are in line with the vision and values
- ❖ Oversee recruitment and growth of staff/volunteer team so that the wider team of SUS is aligned with the vision and values of the organisation, as biblically competent, and relationally gifted
- ❖ Line manage those staff for whom the Chief Exec is responsible, viz:
 - Director of National Ministries
 - Director of Development
 - Director of Residential & Resources
 - HR Manager
 - PA

Being an ambassador for Scripture Union in Scotland and Internationally:

- ❖ Be able to articulate the vision, values and ethos of Scripture Union Scotland so that SUS is well understood, supported and valued as an important part of the church in Scotland.
- ❖ Build strong partnerships for SUS amongst Scottish churches and organisations, founded on a shared confidence in the gospel and the desire to see children and young people disciplined.
- ❖ Build partnerships with other Scottish agencies working with children and young people.
- ❖ Internationally, be passionate about the mission of Scripture Union around the world; give priority to promoting and growing existing partnerships and exploring other possible partnerships.

Tasks and responsibilities

Ensuring that Scripture Union Scotland is organisationally robust and above reproach

- ❖ Be answerable to the Board in matters of governance, working with the Board Chair to ensure that trustees are able to make informed decisions about the organisation
- ❖ Work with the senior staff and the Finance team in setting budgets and in analysing the finances of the organisation.
- ❖ Play a major role in working to maintain the reputation and acting when reputation is at risk
- ❖ When there is an incident, make sure that the Incident Management Team deals with the consequences in a way that complies with SUS's ethos and best practice.
- ❖ Make the safeguarding of children and young people an absolute priority - make sure that SU Scotland is up to date with current legislation in the fields of Child Protection, Health and Safety, Equality and Human Rights.

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.



Other requirements

In common with all the staff team

As a practising Christian, to demonstrate commitment to and be focussed on furthering the Aims and objectives of Scripture Union Scotland in accordance with its 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:

- ❖ Be actively part of the prayer life and fellowship of SUS ensuring the allocation of time for prayer with staff, staff retreats and taking a key role in the Staff Conferences
- ❖ Be an active member of your local church.
- ❖ Ensure time is allocated for personal reflection, development and encouragement.
- ❖ Regularly take time to share with existing partners and seek out new potential personal team support and prayer partners as part of our current strategy focus of “grow the team”.
- ❖ Promote volunteering wherever appropriate.

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.

What are we looking for?

CRITERIA	Essential	Desirable
Personal/Spiritual		
A very clear sense of the calling and choosing of God for this full-time ministry with a real heart and excitement for the mission of Scripture Union Scotland.	✓	
In full agreement with the Aims, Beliefs and Working Principles and Ethos Policy Statement of Scripture Union.	✓	
A committed Christian with a mature active personal and lively faith in Jesus Christ who models godly leadership in all aspects of character and conduct, is a committed church member in good standing and active in his/her local faith community and respected in the wider national church context.	✓	
A sound biblical understanding and a regular devotional life based around prayer and scripture reading.	✓	
Leadership & Management		
An Inspirational leader with the ability to set vision and deliver that vision in the life of the organisation with courage and boldness.	✓	
Have a strong track record of leadership and management able to lead a senior Team with the proven ability to delegate effectively and to build collaboration and consensus	✓	
Excellent relational people management skills and the ability to manage people and problems, exercising discernment and sound judgement, with empathy, wisdom and fairness, while not avoiding conflict or making difficult decisions, and acting decisively as the need arises.	✓	
Mature and discreet in exercising leadership and management among a diverse team of staff and volunteers from different denominational backgrounds & age profiles	✓	
A proven Networker with the capacity to build trust and positive relations at all levels both within and outside the movement	✓	
An effective communicator both orally and in writing, formally and informally, and the ability to articulate clearly the mission and aims of Scripture Union Scotland	✓	
A strongly evidenced business and financial acumen to provide oversight of high level budgets and policies to ensure responsible stewardship of the movement		✓
Understanding and sensitivity to cross cultural issues		✓
Behavioural Qualities		
Have a strategic mind that can assess issues, set priorities in a systematic way and identify key issues taking appropriate action to find solutions.	✓	
Demonstrate character and maturity to shoulder the burden of responsibility, to be accountable for own actions and decisions and to be open to learning from others.	✓	
A realistic view of their own abilities, a genuine humility and not afraid of constructive criticism from others and admitting to making mistakes.		✓
High degree of communication skills	✓	
Aims for excellence, constantly seeking improvements in all aspects of their work.		✓
Demonstrates flexibility to adapt to different situations and able to see alternative views and respond accordingly.		✓

What are we looking for?

CRITERIA	Essential	Desirable
Education		
Degree-level qualification or equivalent experience which evidences ability to analyse complex situations, formulate and critique a wide range of view and formulate evidence based decisions	✓	
Ideally has some formal education or training at Theological or Biblical Studies level		✓
Work Experience/Skills		
Evidence of effective organisational leadership with significant experience in a Leadership and or Executive level Management role	✓	
A sound knowledge of the Christian Church in Scotland as well as the Educational and societal context which impacts children and young people		✓
An understanding of Governance and the Charity Sector in Scotland and the necessary statutory and regulatory obligations for such organisations		✓
Other		
Able to work flexible hours including some evenings and weekends and undertake international travel	✓	
Committed to engage with all aspects of support raising	✓	



Terms and conditions

HOURS

The post is full time, working 37.5 hours per week, with an ability to work flexibly including evening, weekend and overnight commitment as well as travel within the UK and occasionally internationally.

DURATION

This is a substantive, long term position.

PROBATIONARY PERIOD

The initial 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.

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 month.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is six 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.

SALARY

£49283 - £53861 per annum which incorporates 2 incremental rises over a 4 year period based on performance.

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.

Possible next steps...

- If you feel this role is something that God may be calling you to apply for:
 - ❑ Should you have any general questions about the role, please email jim.dewar@suscotland.org.uk
 - ❑ Download the application forms(Word docs) from our website <https://www.suscotland.org.uk/about-us/jobs/>
 - ❑ Email your completed forms before the closing date of **27th November at 5pm** to jim.dewar@suscotland.org.uk

If this is not for you, feel free to forward this pack on to someone else who you think may be well suited to apply.

Thanks for your interest!

www.suscotland.org.uk

Scottish Charity SC011222

