

# RECRUITMENT PACK



## Communications Assistant

May 2025



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](http://suscotland.org.uk) | 0141 332 1162





# Recruitment Pack

## Communications Assistant

May 2025

### Hello.

Thank you for taking the time to check out this opportunity within the Creative Team at SU Scotland.

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

We're probably best known for our work in schools, with churches and in SU centres. not to mention our dynamic programme of holidays and camps for children in P5 through to S6 where we say to every child and young person, "You belong here."

This role is an opportunity to use your God-given gifts as part of the Creative Team, communicating with a diverse audience and show casing the ministry of SU Scotland.

Please enjoy reading through the enclosed recruitment pack and if you have questions about the role prior to applying, just shout.

Meantime, be assured of our prayers for you and others giving serious consideration to whether this could be the right thing for you.

This is an exciting time of growth in SU Scotland ministry as we seek to see many thousands more young lives transformed by hearing and knowing of God's love for them!

Robin



Robin MacLellan, CEO  
[robin.maclellan@suscotland.org.uk](mailto:robin.maclellan@suscotland.org.uk)



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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 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 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.







## VISION

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

## VALUES

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## 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:** Communications Assistant

**Salary:** £14,335 per annum, plus generous employer pension contributions

**Location:** Hybrid: Glasgow Office / home

**Contract:** Substantive, 0.6 FTE

**Managed By:** Communications Manager

## Key Relationships:

**Internal:** Creative Team; Head of Fundraising; Centre Directors; Holidays Manager; Leadership Team; Volunteers Manager; Head of CRM; Regional Team Leaders; Prayer and Church Partnerships Coordinator; and other colleagues with requirements for communications support.

**Internal:** SU Scotland's magazine editor; freelance designers; photographers; print and mailing agencies







# TASKS & RESPONSIBILITIES

## Purpose

Work alongside the Communications Manager to meet the creative and administrative demands for print and digital marketing communications and resources for SU Scotland. Using your God-given gifts to assist the Creative Team in producing an inspiring visual look and feel that communicates with a diverse audience and grows support for and reflects the values of SU Scotland.

## Communications

- Contribute to SU Scotland's corporate website through:
  - sourcing and authoring content for website and news and story pages
  - adding events
  - adding job listings
  - adding new staff members
  - editing website
- Help coordinate wider organisation mailings and manage the communications calendar
- Help monitor and schedule content for SU Scotland's corporate social media
- Help coordinate production of our @SU magazine, including timetable preparation, proofing, uploading digital copies etc
- Liaise with freelance editors, designers and photographers
- Coordinate and expand SU Scotland's photo and video library, ensuring images are tagged and appropriate permissions obtained
- Capture SU ministry stories / testimonials for use in communications
- Facilitate coordination of exhibition stands – including attending events and / or gathering items required for the stand and assisting other colleagues
- Assist with basic design tasks, including producing resources and marketing materials across print and digital, including documents, reports and PowerPoint presentations
- Supply final artwork and PDFs to print agencies, checking proofs for design accuracy and adherence to SU Scotland's Brand Guidelines

## Administrative tasks

- Manage shared Communications mailbox
- Ongoing updates to contact details and mailing preferences and creation of new records on the CRM database

## Creative Team

- Attend departmental meetings, spending time in Bible study and prayer together
- As part of the Creative Team at SU Scotland, provide occasional assistance on wider projects, such as Magnitude and content productions

## Participation in the spiritual life of SU Scotland

- Participate in weekly staff times of biblical reflection and prayer
- Attend the annual Staff Conference (usually 3 days) and team gathering to come together to depend on God and deepen relationships
- Be committed to a collaborative approach with projects, ensuring that communication with internal and external stakeholders is of the highest standard and reflects our Christian ethos



# OTHER REQUIREMENTS



## Ministry Partner Development

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. Our Fundraising team colleagues 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:

- 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

## 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.

## In common with all SU Scotland staff members:

- Further the aims and objectives of SU Scotland
- Undertake personal development through active participation in annual work reviews, supervision and internal or external training as required
- Participate in SU Scotland activities where appropriate
- 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



# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Work Experience / skills</b>		
Excellent written and oral communication	✓	
Experience in editorial and proof-reading work	✓	
Strong co-ordination and administrative abilities	✓	
Highly computer literate, skilled in software packages including Word, Excel, PowerPoint, Outlook and MS Dynamics	✓	
Experience in updating website content		✓
High level of digital literacy and experience of creating and / or scheduling social media posts	✓	
Experience of events organisation		✓
Aptitude for basic design work and design programmes	✓	
<b>Education</b>		
Degree level qualification, College Certification or equivalent		✓
<b>Social</b>		
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 undertake occasional evening and weekend duties	✓	
<b>Aptitude</b>		
A Christian who seeks to blend their faith with all aspects of their role	✓	
Ability to build excellent working relationships and work collaboratively and as part of a team	✓	
Ability to communicate confidently, sensitively and diplomatically, with all types of people	✓	
Ability to represent the organisation in a professional manner	✓	
Creative flair for design and communications work	✓	
Effective time and project management skills to enable delivery against multiple tasks at any one time.	✓	
<b>Other</b>		
Own transport and a full current driving licence		✓
Able to demonstrate awareness of SU Scotland's activities		✓





# TERMS & CONDITIONS

## **HOURS**

The post is part time, working 22.5 hours per week (0.6 FTE). This role will require occasional evening and weekend working.

## **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 until you have been continuously employed for five years. Thereafter, you will be entitled to one further 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**

£14,355 per annum (£23,892 pro rated for part time). You will be paid in arrears on a monthly basis, on or before the 28<sup>th</sup> 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 [gillian.mcnaughton@suscotland.org.uk](mailto:gillian.mcnaughton@suscotland.org.uk)
- Download your application form from: <https://suscotland.bamboohr.com/careers/79>
- Submit your completed forms through the application portal or by email to [hr@suscotland.org.uk](mailto:hr@suscotland.org.uk) before the closing date – 4pm, 23 May 2025
- Interview to be held on 3 June 2025

THANKS FOR YOUR INTEREST!



SU Scotland

@suscotland



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Registered office: New Olympia House, 13 Olympia Street, Glasgow G40 3TA. Telephone: 0141 332 1162  
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.