



Assistant House Manager Lendrick Muir

Closing date: 31 August 2026

RECRUITMENT PACK



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Assistant House Manager, Lendrick Muir

August 2026

Hello.

Thank you for taking the time to check out this significant Christian leadership opportunity with 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."

Making the most of the stunning opportunities that Scotland's countryside affords, we use outdoor activities to build relationships with young people, enabling them to have fun, develop new skills and work together.

We are seeking to recruit a new Assistant House Manager who has a heart for hospitality and the desire to serve and enhance the guest experience of all those who visit Lendrick Muir.

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

In the 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
robin.maclellan@suscotland.org.uk





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.





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: Assistant House Manager

Salary: £25,589 - £26,218 (depending upon experience) per annum for Full time equivalent. Pro-rated for part time.

Location: Lendrick Muir, Kinross

Contract: Part-time (30 hours per week)
Fixed term for 1 year, with the opportunity to become permanent.

Reports to: House Manager

Key Relationships: Centre staff teams and Centre guests

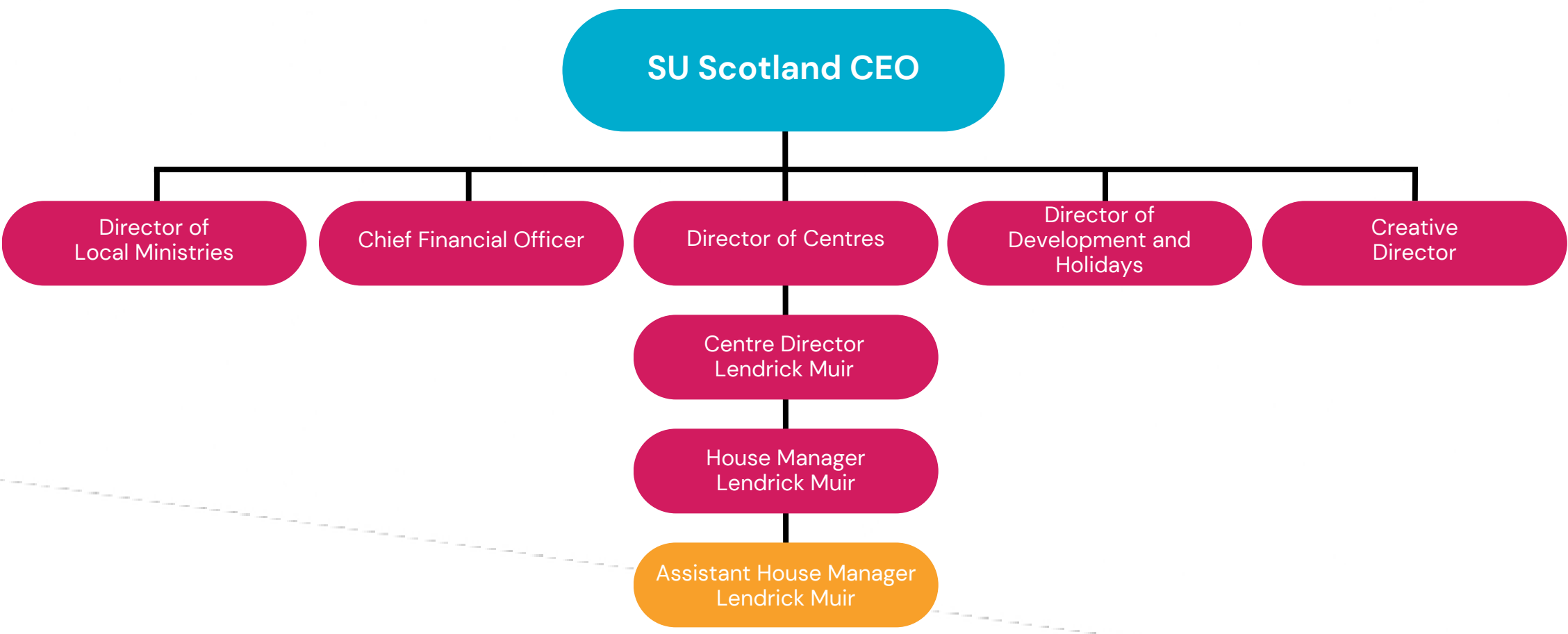
Job Purpose: Acting as a Deputy to the House Manager.

Working as part of the Lendrick Muir house team to provide a high standard of guest service (cleaning guest accommodation and assisting with laundry tasks).





HOW THIS ROLE FITS IN



Job Purpose

Acting as a Deputy to the House Manager.

Working as part of the Lendrick Muir house team to provide a high standard of guest service (cleaning guest accommodation and assisting with laundry tasks).



TASKS & RESPONSIBILITIES

House and Laundry Tasks

Supporting the House Manager in the delivery of housekeeping functions of the Centre, which include;

- Maintaining a high standard of cleanliness throughout the Centre.
- Assisting with laundry duties to ensure sufficient supply of linen for guest use.
- Taking responsibility for restocking chemicals and cleaning materials as required.
- Observing health and safety procedures.
- Reporting breakages.
- Organising an annual deep cleaning schedule.

Acting as Deputy to the House Manager

- When required by the House Manager, supervising the house team by providing day-to-day supervision of domestic staff and volunteers by:
 - allocating tasks to staff;
 - ensuring timely delivery;
 - monitoring the standard of work and correcting where necessary.
- Ensuring all guest areas are cleaned, and made ready for guest use, taking account of Centre bookings.
- Supervising the laundry to ensure linen is available as required taking account of Centre usage.
- Taking responsibility for the good order of the chemical store, monitoring supplies plus the checking and ordering of stock.
- Responding to requests from the House Manager to support them in their management responsibilities by, for example:
 - Assisting with implementation of relevant health and safety controls (e.g. COSHH controls and 3 monthly legionella shower disinfection);
 - Providing IT support for key house functions such as budget preparation, work rotas, ordering and stock control etc.;
 - Supporting the House Manager with line management of the House team.

TASKS & RESPONSIBILITIES

To participate fully in the life and ministry of the Centre. This will include:

- Attend and share responsibility in leading staff prayer and Bible devotional.
- Build partnerships with existing and potential supporters to encourage prayer, giving and volunteering support for your specific role and the wider ministry of SU Scotland as appropriate to your role.
- Assist with the daily operation of the Centre.
- Deliver activity sessions.
- Act as Host providing the first point of contact for guests (on a rotational basis).

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 identified training (internal, external or other) as required;
- Take part in other 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.
- To build ministry partnerships with existing and potential supporters to encourage prayer, financial giving and volunteering support for your specific role and the wider ministry of SU Scotland. The means of doing this will be tailored according to the nature of your role and personal circumstances and an action plan agreed with your line manager.

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.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

OTHER REQUIREMENTS

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 role may require weekend and evening work, as well as working outdoors in a variety of weather conditions.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience/Qualifications		
Supervisory experience in a hospitality role	✓	
Demonstrable experience of working on own initiative	✓	
Qualification in hospitality Or able to demonstrate knowledge of safe working practices in commercial housekeeping (i.e. safe use of chemicals, moving & handling)	✓	
Evidence of ability to handle workplace budgets		✓
Evidence of ability to communicate calmly and effectively in a stressful environment, using both verbal and written methods.	✓	
Line Management/Recruitment experience		✓
IT Literate	✓	
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith, and who has an active Church connection.	✓	
Possessing an interest in wider Christian mission		✓
Able to lead colleagues in morning team devotions	✓	
Aptitude		
Commitment to providing a high standard of guest service, with attention to detail	✓	
Takes initiative to improve the current working areas	✓	
A good team player	✓	
Willingness to learn new skills and improve knowledge	✓	
Other		
Full current UK Driving License	✓	
Able to undertake evening and weekend duties	✓	
Able to demonstrate an awareness of SU Scotland's activities		✓



HOURS

The post is part time working 30 hours per week. This role may require occasional evening and weekend working. Flexible working options can be considered.

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

£25,589 – £26,218 (depending upon experience) per annum for full time equivalent. Pro-rated for part time. You will be paid in arrears on a monthly basis, on or before the 28th of each month.

CONTRACT TERM

Fixed term for 1 year with the opportunity to become permanent.

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 Louise Slowman, our House Manager:
louise.slowman@suscotland.org.uk
- Complete your application on our BambooHR portal:
<https://suscotland.bamboohr.com/careers/111>
- Submit your completed forms through the application portal **by 4pm, 31 August 2026**
- Interview – tbc
- Start date – **October 2026**

THANKS FOR YOUR INTEREST!



SU Scotland

@suscotland



Scripture Union Scotland is registered in Scotland as a charity (no.SCO11222) and as a company limited by guarantee (no.SC54297).

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suscotland.org.uk | **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.