

# RECRUITMENT PACK



## Learning Manager



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

## Learning Manager

### Hello.

Thank you for taking the time to explore this newly created Learning Manager post.

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

People are key to making that vision possible. We have a staff team of around 140 and over 2,500 volunteers. We want to invest in each individual, ensuring they have access to training of the highest quality to enable them to work effectively with Scotland's children and young people.

This role will require working alongside different members of the team to develop and deliver a coordinated approach to training across 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  
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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 120 countries across the world.

We are a Christian charity working in partnership with local churches and other sympathetic organisations.

- 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 the 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:** Learning Manager

**Salary:** £33,422 – £36,034 per annum, plus generous employer pension contributions and other benefits

**Location:** Hybrid: Glasgow office/home and role related attendance across Scotland as required.

**Contract:** Full-time, fixed term (3 years, extendable in line with funding and development)

**Managed By:** HR Partner

**Purpose:** To manage a coordinated approach to training, ensuring that staff and volunteers have access to training of the highest quality.

## Key Relationships:

**Internal:** HR Partner, Volunteers Manager and team, Leadership Team (5 departmental directors), Holidays Manager, Ministry at the Margins Lead, Centre Directors, Local Ministries Management Team, Fundraising Team, Head of CRM, Communications Manager, Young Leaders' Development Lead

**External:** Training providers, local church leaders, volunteers





# TASKS & RESPONSIBILITIES

We are committed to employing staff who will recruit, motivate, train, equip and support our volunteers. Being an organisation which employs a small number of staff, we work in partnership with a larger number of volunteers to realise our vision through work in schools, residentials, missions, training programmes and on-line.

Professional development is taken seriously for those on the staff team and regular training opportunities are provided within and out with SU Scotland.

## **General**

- Model qualities of Christian character and commitment and have a personal commitment to spiritual growth and development
- Attendance at staff meetings for prayer
- Demonstrate commitment to the wider SU Scotland staff team, through attendance at SU Scotland staff retreats and key events such as the annual Big Celebration
- Be committed to pray for and support young people in their spiritual, emotional and social development

## **Training Coordination and development**

- Carry out a training needs analysis in order to create appropriate learning pathways for different staff and volunteer groupings
- Assess current training undertaken within different departments for both staff and volunteers and make recommendations
- Work in partnership with the HR Partner, Volunteers Manager and Departmental Leads to identify training needs and ensure that training initiatives align with SU Scotland's strategic plan and priorities
- Identify training skills within the SU Scotland staff and volunteer team ensuring that they are equipped to deliver engaging training sessions
- Identify subject matter experts (in-house and external) to provide specific training
- Ensure that training sessions take account of different learning styles and preferences
- Design courses for staff and volunteers working closely with relevant subject matter experts and ensuring that the content is aligned to clear outcomes
- Investigate potential e-learning tools (feedback and surveys) and implement for all training
- Develop evaluations tools (feedback and surveys) and implement for all training, leading to effective reflection, reporting and improvement

## **Training Delivery**

- Arrange, develop, and where appropriate, deliver engaging and interactive classroom and virtual training sessions
- Organise "train the trainer" courses equipping staff and key volunteers with the necessary skills to train others
- Gather course feedback to continually identify areas of improvement and make necessary ongoing adjustments to training courses
- Ensure trainers use engaging and up-to-date training techniques to facilitate effective learning and skill development
- Ensure training is of consistently high quality, considers different learning styles and is fully evaluated
- Maintain a keen understanding of training trends, best practice and development

## Training Reporting

- Set annual OKRs for training and report quarterly on progress
- Create a quarterly training report for the Leadership Team with key training metrics
- Ensure all training and refresher training undertaken is recorded within the CRM or HR software

## General Administration

- Keep up-to-date records of all work with individuals and relevant groups
- Act as budget holder and ensure activities keep to budget
- Work with the Fundraising team to ensure applications are made to grant funding bodies

## Growing ministry partners

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. Fundraising colleagues will resource you for this task and your line manager will agree an action 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 ministry partners encouraging prayer and financial support
- 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

## Other responsibilities

- Be committed to a high level of teamwork within the Department, wider organisation and amongst volunteers
- Network with counterparts fulfilling similar roles with other charities/organisations
- Be committed to a collaborative approach with projects, ensuring that communication with internal and external stakeholders is of the highest standard

## Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part1, 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 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 SU Scotland staff members:

- Further the aims and objectives of SU Scotland
- Undertaking professional development through active participation in annual appraisals, supervision and internal or external training as required or individually identified.
- Participate in other SU Scotland 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.

# PERSON SPECIFICATION

| CRITERIA                                                                                                                                        | ESSENTIAL | DESIRABLE |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Character</b>                                                                                                                                |           |           |
| Committed to the servant leadership model of influencing others and getting things done                                                         | ✓         |           |
| Has a passion to see people grow and develop                                                                                                    | ✓         |           |
| A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of their church | ✓         |           |
| <b>Competence</b>                                                                                                                               |           |           |
| Experience of working with a variety of stakeholders                                                                                            |           | ✓         |
| Conscientious, resourceful, reliable with high levels of initiative                                                                             | ✓         |           |
| Ability to work independently while also maintaining strong team relationships                                                                  | ✓         |           |
| Ability to communicate effectively, develop appropriate relationships and build networks with a range of people                                 | ✓         |           |
| Ability to represent the organisation in a professional manner                                                                                  | ✓         |           |
| Excellent written communication and presentation skills and ability to deliver in a variety of settings                                         | ✓         |           |
| Understands use of online platforms and other tools to enhance learning                                                                         |           | ✓         |
| <b>Chemistry</b>                                                                                                                                |           |           |
| Strong interpersonal skills demonstrated by ability to work professionally with a wide range of staff, volunteers and stakeholders              | ✓         |           |
| Self-aware, team player                                                                                                                         | ✓         |           |
| Ability to envision, inspire staff and stakeholders                                                                                             | ✓         |           |
| <b>Education / experience</b>                                                                                                                   |           |           |
| Educated to degree level of with appropriate qualifications of demonstrable experience in training                                              | ✓         |           |
| Direct experience of designing training for organisations and conducting training needs analysis                                                | ✓         |           |
| Experience and proficient in using Microsoft and other IT packages                                                                              | ✓         |           |
| <b>Other</b>                                                                                                                                    |           |           |
| Able to demonstrate awareness of SU Scotland's activities                                                                                       |           | ✓         |
| Able to undertake evening and weekend duties                                                                                                    | ✓         |           |
| Own transport and a full current driving licence                                                                                                | ✓         |           |



# TERMS & CONDITIONS

## **HOURS**

The post is full time, working 37.5 hours per week. This role will require occasional evening and weekend working. This is a new post with an initial fixed term of three years, extendable in line with funding.

## **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 twelve weeks. 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**

£33,422 - £36,034 (dependent on experience) per annum. 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.

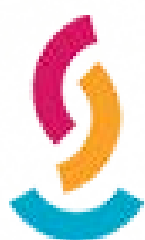


# NEXT STEPS

If you feel this role is something that God may be calling you to apply for:

- For general questions about the role, please email [rachel.causey@suscotland.org.uk](mailto:rachel.causey@suscotland.org.uk)
- Download your application forms from: <https://suscotland.bamboohr.com/careers/85>
- 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, 12 November 2025
- Interviews will take place on 19 November 2025

## THANKS FOR YOUR INTEREST!



SU Scotland

@suscotland



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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.