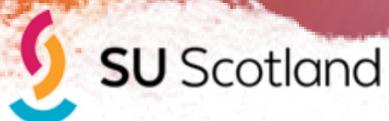


RECRUITMENT PACK



Associate Trust Network Lead

March 2026



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 | 0141 332 1162



Recruitment Pack

Associate Trust Network Lead

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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."

SU Scotland currently partners with **13 Associate Trusts/SCIOs and 2 Local Youth Projects**. The role that each of these Trusts and Projects plays in journeying alongside children and young people in local communities is significant and life-changing for many.

As part of our current SU Scotland Strategy 24:27, we want to consolidate, develop and expand the **Associate Trust network** in communities across Scotland. In all our activities we seek to prioritise those on the margins, work with the local church, take account of the family context of the children and young people we work with and evaluate the effectiveness of ministry.

We are now seeking an Associate Trust Network Lead to take a key role in pioneering this strategic aspect of our ministry.

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.

Robin MacLellan, CEO
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 2,500 volunteers are involved in helping to run our activities, together with around 140 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: Associate Trust Network Lead

Purpose: Drive the strategic expansion of the Associate Trust network, as well as resourceing existing Trusts and Local Youth Projects, overseeing and strengthening current infrastructure.

Salary: £38,896 – £41,731* per annum (pro-rated for part-time), plus generous pension scheme, annual leave entitlement, Employee Assistance Programme & other benefits * this will increase in line with our annual salary award, effective from 1 April 2026

Location: Hybrid: Glasgow or Edinburgh SU Scotland office/home

Contract: 30 hours* per week fixed term (3 years, extendable in line with funding) *Full time hours (37.5 hours) may be possible in the future

Managed By: Director of Local Ministries

Key Relationships:

Internal

Director of Local Ministries, Local Ministries Management Team, Regional Workers, HR, Finance, Volunteers Manager, Head of Fundraising, Learning Manager, Local Youth Project Development Coordinator, Ministry at the Margins Lead.

External

Associate Workers, Associate Trust Management Chairs and Boards, Local church leaders, Local Ministry Hub Hosts.

Overview

SU Scotland has a distinct position in children's and youth ministry across Scotland, seeking to work in unity with Churches, Christian youth organisations and Trusts. Our vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

Associate Trusts/SCIOs play an integral part in this. The first Associate Trust began in 1994 as a partnership between local churches and SU Scotland in a local community enabling children and young people to discover God's love and grow in their faith. Since then, there have been many Associate Trusts partnering with SU Scotland, resulting in thousands of children and young people having the opportunity to "discover, explore, respond and flourish."





TASKS & RESPONSIBILITIES

Resource existing Associate Trusts, overseeing and strengthening the current infrastructure.

- Take an active role in visiting Associate Trusts and keep abreast with key priorities and challenges, as well as gaining an understanding of the Associate Trusts' ministry through interaction with children and young people they work with.
- Devote regular time in the week to pray for each Associate Trust. Ensure that relevant prayer points are incorporated into the SU Scotland @SU magazine.
- Signpost to relevant fundraising opportunities, grants and potential donors.
- Provide support and guidance with regards to relevant policies and procedures, e.g. HR, Finance, GDPR, Safeguarding.
- Develop and coordinate training for Associate Trusts in consultation and in conjunction with the Local Ministries Management Team and the SU Scotland Learning Manager.
- Chair termly meetings of the Associate Trust Working Group, representative of the Trusts in the network. With this group, plan and deliver the Annual Associate Trust Conference, typically in March.
- Liaise with Associate Trusts to identify training needs for Trustees and Management Committees.
- Take a lead on partnership reviews which take place biannually with each Trust. Identify in conversation with Trust Chairs what is working well and what needs strengthening. Ensure appropriate follow up is taken. Renew the partnership agreements accordingly.
- Review the Associate Trust handbook on an annual basis in consultation with the LMMT, the Associate Trust Working Group and other SU Scotland/Associate Trust stakeholders.
- Emergency management – be a 'sounding board' for advice to Trusts where specific expertise is required.
- Signpost to appropriate pastoral support/well-being resources for Trusts in the caring of their staff.
- Provide charity governance and management guidance as required.
- Keep up to date files and correspondence related to each Associate Trust.

Expand the Associate Trust network

- Conduct research, identify opportunities, and develop a three-year strategy to expand the Associate Trust network, including establishing criteria for evaluating potential partner Trusts/SCIOs:
 - Assess the preferred balance of the roles of SU Scotland Regional Workers and Associate Workers
 - Assess possible medium to long term partnership relationships between Associate Trusts and SU Scotland
 - Assess unique strengths of and opportunities for Associate Trusts in specific children and youth work contexts
- Research and propose the optimal relationship of SU Scotland with Associate Trusts
- In conjunction with Regional Workers and Associate Workers, identify possible new Associate Trusts/SCIOs and follow up possible leads. Meet with Local Ministry Hubs to share vision and to identify possible partnerships
- Lead a new Trust through each step of setting up through to successful launch
- Provide charity governance and management guidance as required and ensure that there is full legal compliance with all relevant policies and procedures
- Mentor Regional Workers who are new to managing an Associate Worker
- Provide advice and support to Regional Workers in their interactions with an Associate Trust
- In consultation with LMMT and the Associate Trust, provide recommendations where it is appropriate for an Associate Trust to conclude the partnership arrangement with SU Scotland
- Ensure the ongoing implementation of the SU Scotland strategy within the agreed partnership

TASKS & RESPONSIBILITIES

General

- Model qualities of Christian character and commitment, and have a personal commitment to spiritual growth and development
- Model SU Scotland's values of dependence on God and deepening relationships in the undertaking of all administrative tasks in support of our ministry
- Attendance at staff meetings for prayer and Bible study
- Attendance at the three Local Ministries Team staff days/overnights every year
- Demonstrate commitment to the wider SU Scotland staff team, through attendance at the annual staff retreat, taking part in planning and/or delivering activities/sessions as required, as well as key events such as the annual Big Celebration
- Be committed to pray for and support children and young people in their spiritual, emotional and social development
- Participate fully in the life and witness of SU Scotland and demonstrate in the way you go about your tasks a dependence on God

Ministry Partner Development

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. The Fundraising team 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 donors and prayer supporters to invite them to partner in your ministry
- Regularly updating your action plan and keeping 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.

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

In common with all SU Scotland staff members:

- Further the aims and activities of Scripture Union Scotland
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Taking part in other Scripture Union 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
Character		
Passionate about sharing the gospel with people of all ages	✓	
A Christian with spiritual maturity – ability to speak in churches and with church leaders	✓	
A practising Christian whose lifestyle is in keeping with SU Scotland’s ethos and statement of faith. Must enjoy the confidence of their church fellowship	✓	
Ability to encourage others in Christian discipleship	✓	
Competence		
Proven experience in managing projects	✓	
Conscientious, resourceful, reliable with high levels of initiative.	✓	
Ability to work independently while escalating when necessary.	✓	
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 (churches, voluntary organisations)	✓	
Computer literate, experience of Word, Excel, PowerPoint	✓	
Capacity to manage simultaneous work streams		✓
Experience of envisioning, training and supporting volunteers	✓	
Chemistry		
Strong relational skills demonstrated by ability to work professionally with a wide range of Associate Trusts, staff and volunteers, and other stakeholders	✓	
Ability to be both self-motivated and an adaptable team player		✓
Ability to envision and inspire staff and stakeholders	✓	
Education / Experience		
Degree level qualification with demonstrable experience in community-based work, teaching or development projects	✓	
Experience of research and analysis		✓
Proven track record of leadership in a charity context		✓
Experience of charity sector governance	✓	
Other		
Willingness to engage with all aspects of ministry partner development	✓	
Awareness of the Scottish church scene		✓
Willingness to travel within Scotland on a regular basis	✓	
Able to undertake evening and weekend duties	✓	
Able to demonstrate knowledge and understanding of SU Scotland		✓
Willingness to use own transport and have a full current driving licence	✓	



TERMS & CONDITIONS

HOURS

30 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.

**Full time hours (37.5 hours) may be an option in the future.*

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.

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

£38,896 – £41,731* per annum (for full time equivalent, pro-rated for part time), plus generous pension scheme, annual leave entitlement, Employee Assistance Programme and other benefits.

**This will increase in line with annual salary award, effective from 1 April 2026.*

New appointees are normally placed at the starting peg point unless there are exceptional circumstances. 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.



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 zonya.bewick@suscotland.org.uk
- Download your application form from <https://suscotland.bamboohr.com/careers/100>
- Submit your completed forms through the BambooHR application portal before the closing date – **Monday 24th April at 10am.**
- Interviews – **6th May 2026**

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.