

# RECRUITMENT PACK



## Trainee Activities Instructor



**SU Scotland**

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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# Recruitment Pack

## Trainee Activities Instructor

December 2024

### Hello.

Thank you for taking the time to check out this trainee 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."

This is a unique opportunity to learn outdoor instructional skills on the job while gaining the fuller experience of being part of a centre community. Throughout your training you will be mentored by an experienced instructor, and you will also be paid an allowance each month.

We are seeking applicants who have a desire to work with young people and have a track record of engaging regularly in sport and fitness. You should have an interest in adventurous outdoor activities (e.g. trail biking, climbing, paddle sports, hill walking) and some previous experience of working with young people. You will also need to be prepared to be outdoors whatever the weather! To gain the most from this post, applicants should be willing to commit to a period of 2 years in which you will need to be enthusiastic, proactive, and motivated and use some of your free time to actively work on skills development.

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



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 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 120 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:** Trainee Activities Instructor

**Salary:** £10,500 per annum, plus accommodation and other benefits

**Location:** Alltnacriche or Lendrick Muir

**Contract:** Full-time, fixed term (2 years)

**Key Relationships:** Centre staff teams, trainee instructors and Centre guests

**Job Purpose:** As a Trainee Instructor you will be working as part of the Activities Team, learning to lead outdoor activity sessions for our guests and helping maintain the activity equipment and infrastructure. During residentials you will be involved in all aspects of caring for our guests, including some evening work.

We will support you in developing your instructional and interpersonal skills and in gaining National Governing Body (NGB) awards. At the end of a successful 2-year period you could have achieved 2 NGBs from the list below together with at least 3 other outdoor relevant qualifications:

**NGBs:**

- BC Paddlesport Instructor
- BC Paddlesport Leader
- British Cycling Level 2 Mountain Bike Leader
- Climbing Wall Instructor

**Other relevant outdoor qualifications:**

- Outdoor First Aid
- Archery Leader
- Woodland Activity Leader Training
- Velotech Silver Award
- Certificate of competence in the inspection of PPE







# TASKS & RESPONSIBILITIES

## **Deliver high quality activity sessions to centre users**

- Supported by the instruction team, develop a delivery style in line with the aims and values of SU Scotland: Dependence on God and Deepening Relationships.
- Able to articulate faith as part of activity sessions
- Deliver a variety of onsite activities, including evening activities to most core customers by the end of the TAI programme

## **Equipment Maintenance**

- Under supervision of lead instructor, carry out routine checks of activity equipment
- Supported by lead instructor, take responsibility for caring for and maintaining an area of equipment
- Involvement in winter maintenance, taking responsibility for a project as agreed with the activity team lead.

## **Develop instruction competency**

### **Participate in planned training**

- Outdoor activity training aimed at building your experience in the outdoors. This might sometimes include an overnight expedition
- Interpersonal skills and skills needed to help children and young people grow and develop through the outdoor activities

## **Build up a personal logbook and prepare for assessments in agreed activities**

- Maintaining personal fitness levels
- Increasing personal experience in the outdoors
- Ensuring you have sufficient experience for agreed training and assessment courses

## **Spiritual Growth**

- Develop good personal spiritual habits
- Model a Christian lifestyle, values and work practices
- Participate in planned discipleship training
- Serve on an SU camp/mission team

## **In common with all centre team members**

- Assist with daily operation of the centre
- Act as duty staff, providing the first point of contact for guests (on a rotational basis)
- Assist with cleaning and maintenance
- Assist with catering tasks
- Attend and take a share in leading staff prayer and Bible study and other team events.
- 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.
- Contribute to the Centre specific Prayer News
- Work alongside and support volunteers



# 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.
- Attendance and full involvement at the annual staff residential conference and other staff days as they arise, taking part in planning and/or delivering activities/sessions as required.
- 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.
- 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.



## **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. If skills and capacity allow, this might include maintenance of the building or grounds, cleaning for visiting guests or delivering activity provision.
- **Appointment will be subject to a satisfactory PVG Scheme Disclosure.**



# PERSON SPECIFICATION

| CRITERIA  | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>Work Experience</b>  |           |           |
| Experience of working with children and young people  | ✓         |           |
| Experience of working or spending prolonged times in an outdoor environment   | ✓         |           |
| Experience of working in a practical/ maintenance role  |           | ✓         |
| Experience of working in a 'guest service industry'   |           | ✓         |
| Experience of coaching/ training other sports or activities   |           | ✓         |
| <b>Education</b>  |           |           |
| National 4 in English, Maths and 1 other (or equivalent)  |           | ✓         |
| Ability to engage in reflective practise and show commitment to learn about research, theories and models in outdoor learning and of outdoor leadership   | ✓         |           |
| Other relevant qualifications (e.g. 1st Aid, sports coaching, youth work, leadership, adventurous activity awards, Duke of Edinburgh award)               |           | ✓         |
| IT Literate   | ✓         |           |
| <b>Social</b>   |           |           |
| A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith, and who has an active Church connection.            | ✓         |           |
| Able to undertake evening and weekend duties, and act as an 'on-call' member of staff overnight.  | ✓         |           |
| <b>Ability to become part of the Centre community. It is a requirement of the role that the post holder lives on-site.</b>                                | ✓         |           |
| <b>Aptitude</b>   |           |           |
| Demonstrates ability to relate with and communicate effectively to a wide range of children and young people, as well as a range of staff and volunteers. | ✓         |           |
| Demonstrates an active interest in adventurous outdoor activities (e.g. trail biking, climbing, paddlesports, hill walking).                              | ✓         |           |
| Committed to developing personal fitness and learning   | ✓         |           |
| Demonstrates simple maintenance skills (e.g. use of tools, painting, small repairs).  | ✓         |           |
| Able to work on own initiative  | ✓         |           |
| Adaptable team player   | ✓         |           |
| <b>Other</b>  |           |           |
| Own transport and a full current driving licence  | ✓         |           |
| Able to undertake evening and weekend duties.   | ✓         |           |
| Able to demonstrate awareness of SU Scotland's activities   | ✓         |           |





# TERMS & CONDITIONS

## **HOURS**

The post is full time, working 37.5 hours per week. 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. Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

## **SALARY**

£10,500 per annum plus accommodation and other benefits. You will be paid in arrears on a monthly basis, on or before the 28th of each month.

## **CONTRACT TERM**

This is a fixed term contract for 2 years.

## **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 training programme is something that God may be calling you to apply for:

- For general questions about the role, please email: [Shula.bayton@suscotland.org.uk](mailto:Shula.bayton@suscotland.org.uk) OR [Fraser.morrison@suscotland.org.uk](mailto:Fraser.morrison@suscotland.org.uk)
- Complete your application on our BambooHR portal: <https://suscotland.bamboohr.com/careers/37>
- Submit your completed forms through the application portal by – **4pm, 17 July**
- Selection process – **4–5 August 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.