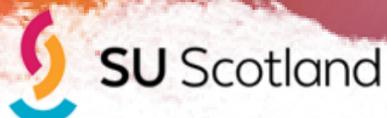


RECRUITMENT PACK



Fundraising Coordinator

February 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

Fundraising Coordinator

February 2026

Hello.

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

As part of the Fundraising Team, the Fundraising Coordinator will be helping to deliver our fundraising and development priorities. Your role will encompass diverse responsibilities across multiple income streams, including trusts, major donor, individual giving and legacies. The role will also contribute to reporting of Scripture Union Scotland's impact - collecting data, case studies and updates from across our ministries to report back to funders.

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.

If you enjoy using your gifts and experience in fundraising, and feel called to be part of this vision, we'd love to hear from you.

Robin



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: Fundraising Coordinator

Salary: £25,184 – £26,392 per annum (dependent on experience) + generous pension scheme and other benefits plus generous employer pension contributions and other benefits

Location: Hybrid: Nearest SU Scotland office/home, and role related attendance throughout Scotland

Contract: Full-time, 37.5 hours per week; permanent

Managed By: Head of Fundraising

Key Relationships: **Internal:** Fundraising, Communications, Leadership Team, Finance, Regional Team Leaders and staff, Head of Centres, colleagues who need help with ministry partner development

External: Suppliers and agencies for design, copywriting, print and fulfilment, churches and church leaders, supporters, volunteers, trusts





TASKS & RESPONSIBILITIES

Fundraising administration & comms

- Maintain administrative systems, fundraising CRM, and databases, keeping up-to-date records of opportunities, applications, and results.
- Contribute to the administration and stewardship of donors and work with the Fundraising Team to coordinate and improve supporter care processes.
- Develop and update fundraising materials and resources.
- Be the first point of contact for all fundraising enquiries responding promptly to all supporters.
- Coordinate and help prepare internal reports and reviews across all fundraising channels.
- Take minutes at key fundraising meetings.

Major donor and trust fundraising support

- Provide support to the Major Donor and Trusts Manager by conducting detailed, compliant research, including identifying new potential high-value supporters and trust funding sources for SU Scotland.
- Coordinate funder reporting, including managing deadlines, coordinating input across all teams, and generating data from our CRM system, collaborating with the wider team to produce reports for funders as required.
- Working with the Major Donor and Trusts Manager, develop and write high-quality proposals to encourage new trust funder relationships.

Individual giving support

- Provide support to the Individual Giving Lead across a wide range of income streams: appeals, legacy fundraising, regular giving programme, donor acquisition and supporting the wider staff team in fundraising.
- Support the delivery of individual giving fundraising activities and campaigns.
- Liaise with suppliers and agencies for design, copywriting, print and fulfilment; ensuring they meet agreed standards and deadlines and provide best value for the campaigns.
- Involvement in social media, video and other creative projects and tasks.

Fundraising Events

- To coordinate key fundraising events such as the annual SU Fundraising Dinner and other supporter focussed events.
- To work with other teams to coordinate SU presence at Christian festivals and events.

TASKS & RESPONSIBILITIES

Ministry Partner Development

Each member of the SU Scotland staff team is involved in ministry partner development. 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 track of tasks undertaken
- regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- promoting volunteer opportunities

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.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Character		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of their church	✓	
Able to act as a role model for depending upon and trusting in God's provision	✓	
Passionate about sharing the gospel, particularly with children and young people	✓	
A self-motivator with excellent self-management and ability to prioritise a high and varied workload to meet tight deadlines	✓	
Competence and Experience		
Degree level or equivalent level of qualification		✓
Previous experience of working in a fundraising team		✓
Experience of developing positive relationships with internal and external stakeholders	✓	
Track record of writing successful trust/grant applications and producing funder reports and proposals		✓
Good research and analytical skills with the ability to contribute to the development of new prospects and funding pipelines	✓	
Capable of multi-tasking with a proven track record of delivery on agreed objectives	✓	
Ability to work accurately and with good attention to detail	✓	
Outstanding levels of computer literacy	✓	
Excellent numeracy, literacy and computer skills	✓	
Experience in developing professional social media content		✓
Creative writing and design skills		✓
Chemistry		
A strong team player who is able and willing to provide support across the team	✓	
Strong interpersonal skills, able to connect well with donors – through both verbal and written communication	✓	
Other		
Own transport and a full current driving licence	✓	
Able to demonstrate awareness of SU Scotland's ministry and activities		✓



TERMS & CONDITIONS

HOURS

The post is full time, working 37.5 hours per week

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

£25,184 – £26,392* per annum, dependent upon experience. You will be paid in arrears on a monthly basis, on or before the 28th of each month. *salary will be revised based upon annual salary review, effective from 1 April 2026

PENSION ARRANGEMENTS

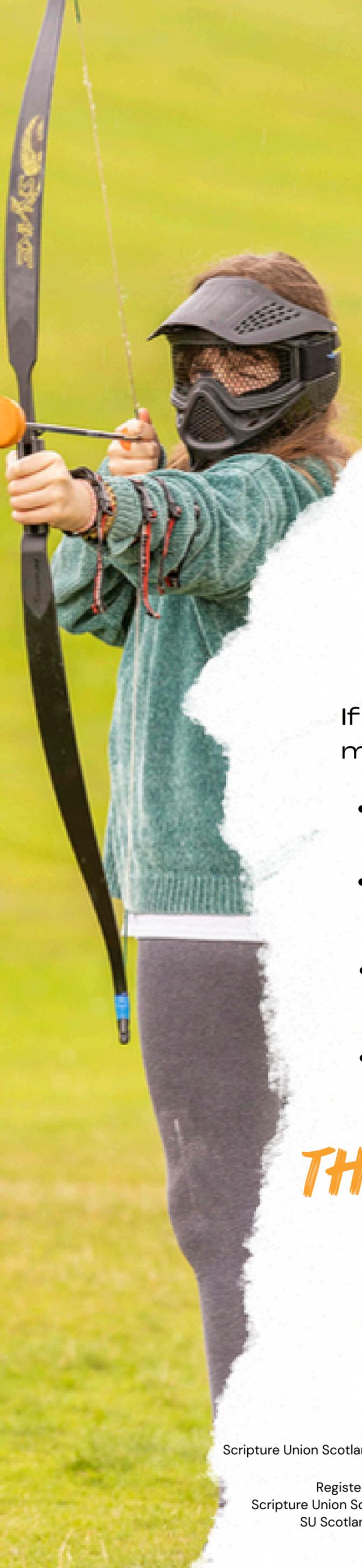
SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

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 jennifer.babb@suscotland.org.uk or hr@suscotland.org.uk
- Follow this link to apply:
<https://suscotland.bamboohr.com/careers/99>
- Submit your completed application form through the Bamboo application portal by 4pm, 25 March 2026.
- Interview will take place on 31 March 2026

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.