

# RECRUITMENT PACK



## HR Adviser



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

## HR Adviser

July 2025

### Hello.

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

Supporting a growing staff team, the HR Adviser role will work closely with our HR Partner to enable our day to day HR operations, providing high quality, professional HR advice and administration. This includes managing recruitment campaigns, coaching and advising line managers and staff, updating our HR Information System, and ensuring that HR information is prepared and provided for monthly payroll runs.

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 HR, 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](mailto: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 2,200 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.







# 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:** HR Adviser

**Salary:** £14,494 – £16,711 per annum, dependent upon experience, (£28,988 – £33,422 pro rated) plus generous employer pension contributions and other benefits

**Location:** Hybrid: SU Scotland's Glasgow office/home, and role related attendance throughout Scotland

**Contract:** Part-time, 18.75 hours per week (0.5 FTE); permanent

**Managed By:** HR Partner

**Key Relationships:** Leadership Team, Wider Leadership Team, Payroll, Finance, SU Scotland Staff, Employment law specialists, recruitment agencies







# TASKS & RESPONSIBILITIES

## HR Policy and Employment Legislation

- Be the first point of contact for HR enquiries from line managers and employees
- Ensure HR practices comply with relevant employment laws and regulations.
- Remain conversant with developments in HR policies/practices and underpinning employment legislation/statutory requirements
- Ensure HR policies and procedures are implemented effectively and consistently, balancing this with the ministry context of SU Scotland.

## Recruitment and Onboarding

- Provide HR advice and support to recruiting managers throughout the recruitment process, ensuring best practice at each stage
- Be the first point of contact for applicant queries
- Carry out Eligibility to Work requests, including obtaining Share Codes where needed
- Advise recruiting managers on appropriate selection activities and interview questions
- Participate in the interview panel where required
- Advise on and carry out Certificate of Sponsorship applications for potential Charity Workers (volunteers)
- Ensure that all follow on paperwork is completed efficiently and onboarding procedures are put in place.

## Performance Management

- Oversee the annual development review processes, including setting up development review questions, and monitoring reviews on Bamboo
- Provide feedback and coaching to managers in conducting reviews and encourage a culture of regular coaching and development.
- In conjunction with the HR Partner, manage and resolve complex HR cases, including disciplinary, grievance, and performance management issues.

## HR Training Coordination

- In conjunction with the HR Partner, create an annual HR training plan and ensure it is effectively communicated across SU Scotland staff and Associate Trusts
- Carry out all administration related to the training course programme, including room booking, course joining instructions and course evaluations
- Help organise two New Staff Retreats each year, including issuing invitations to new staff, organising the programme and facilitators.
- Attend New Staff retreat to meet staff and help facilitate the programme, including leading the HR session.

## Maintain and Update HR information

- Ensure all staff records on BambooHR are accurate and kept up to date.
- Manage employee files, ensuring that data is accurate and processed in accordance with the General Data Protection Regulations (GDPR)
- Ensure confidentiality and secure storage of HR records at all times.
- Set up the 'onboarding' processes for new staff on BambooHR, identifying the appropriate onboarding tasks and actions.
- Administer the probationary review in conjunction with the line manager and communicate outcome in writing to staff on completion of probationary period.
- Implement the 'offboarding' process for leavers, ensuring that staff 'leave well'.
- Carry out exit interviews as required, feeding back key themes and support the line manager to ensure any learning points are addressed.
- Prepare monthly payroll information in line with payroll schedules
- Prepare correspondence to staff as part of the employee life cycle – variations to contracts, maternity/paternity leave letters, pay review letters etc.
- Provide HR reports and data analysis as required by the HR Partner



# TASKS & RESPONSIBILITIES

## Other

- Administer regular Staff Surveys through Bamboo and coordinate the bi-annual Best Christian Workplace Institute survey on behalf of SU Scotland. In conjunction with the HR Partner, identify key themes and trends and use these to provide Leadership Team updates and to inform staff communications.
- Take a lead in different HR initiatives e.g staff wellbeing, and Equality, Diversity and Inclusion, in line with SU Scotland's vision and values
- Deputise for HR Partner when needed
- Carry out HR Projects as required
- From time to time carry out any reasonable additional duties as directed by the HR Partner

## 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
<b>Character</b>		
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 SU Scotland's culture and values	✓	
Applies Christian faith to every aspect of the role	✓	
<b>Competence and Experience</b>		
Degree level or equivalent		✓
Previous experience in an HR related role with a full or part-CIPD qualification at Level 5 (or equivalent).	✓	
Experience operating a database or HR system		✓
Able to take initiative and work proactively	✓	
Possesses a track record of excellent administrative and organisational skills	✓	
Able to operate with discretion and maintain confidentiality	✓	
Ability to work accurately and with good attention to detail	✓	
Evidence of strong personal commitment to continuous personal development	✓	
Able to apply digital tools to enable greater efficiencies in process		✓
<b>Chemistry</b>		
A strong team player who is able and willing to provide support across the team	✓	
Possesses strong interpersonal skills, and the ability to build rapport with staff at all levels.	✓	
Able to demonstrate empathy and be willing to listen to and support both staff and line managers	✓	
<b>Other</b>		
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 part time, working 18.75 hours per week (0.5 FTE)

## **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**

£14,494 – £16,711 per annum, dependent upon experience, (£28,988 – £33,422 pro rated). 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.



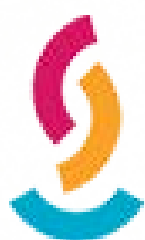


# NEXT STEPS

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

- For general questions about the role, please email [rachel.causey@suscotland.org.uk](mailto:rachel.causey@suscotland.org.uk)
- Follow this link to apply:  
<https://suscotland.bamboohr.com/careers/84>
- Submit your completed application form through the Bamboo application portal by 4pm, 26 August 2025.
- Interview will take place on 9 September 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.