



Post	Director of Programmes
Reports to	Chief Executive
Purpose of the role	<p>The Scottish Bible Society (SBS) is looking for an experienced leader to join the Senior Leadership Team, as SBS seeks to <b>Share the Bible</b> both at home and abroad.</p> <p>You will be responsible for leading and championing the delivery of all SBS Bible based projects (including advocacy, engagement and education programmes) and for overseeing our fundraising strategy, as we continue to play a key role within the global United Bible Societies (UBS) fellowship, whilst motivating staff to deliver the organisational objectives.</p>
Person specification	<p>You will be passionate about the transformational impact of the Bible and motivated to use your skills and experience to encourage Bible engagement in Scotland and around the world.</p> <p>We are looking for a leader who is both creative and strategic, and who thrives in a senior management position as part of a leadership team.</p> <p>You will have experience in delivering ministries and programmes that have had a profound impact on people's lives.</p> <p>As a leader and team player with excellent interpersonal and influencing skills, you will enjoy learning from others. You will be passionate about developing a professional and high-achieving department composed of two functions: Bible Engagement and Fundraising.</p> <p>You will have a talent for motivating others to do their best work, coaching them to work collaboratively across SBS, with the wider United Bible Societies network around the world, and with the Scottish Christian audience.</p>

Faith requirement – in order to engage with existing and new SBS audiences, this role carries an occupational requirement that the post-holder is a Christian. An understanding of the different Christian communities in Scotland and playing an active part in the spiritual life of the organisation is vital to this role.

### **Key Responsibilities**

- Working with the Chief Executive and Head of Bible Engagement, develop a clear vision for the Bible-based work in Scotland. This includes, but is not limited to, developing ways in which SBS can work with all churches in Scotland to encourage Bible engagement within congregations and beyond.
- Working with the Chief Executive and Head of Fundraising, develop a clear vision for funding Bible-based work whether that be in Scotland or overseas.
- Working closely with other colleagues, amplify the brand and raise the profile of SBS, connecting with existing and new audiences, inspiring them to support the SBS mission and engage with the Bible.
- Help develop and ensure delivery of effective supporter journeys / pathways and maximise opportunities for growing new audiences and active donors.
- Help oversee the design and implementation of campaigns designed to meet fundraising targets.
- Effectively manage and control departmental budgets.
- Provide expert guidance, advice and support to the Senior Leadership Team and Chief Executive, Directors, staff, and volunteer speakers, taking the lead on delivering key Bible engagement campaigns.
- Represent SBS at external meetings with partner organisations, agencies, and the wider United Bible Societies network.
- Manage and coach the Bible Engagement and the Fundraising team, providing Christian support and encouraging development and growth opportunities.
- Participate in and occasionally lead Bible studies at all-staff meetings and prayer meetings.
- Undertake any other tasks requested by the Chief Executive.

### **About you**

- SBS believes that spiritual maturity, character and behaviour are just as important as competence, therefore you will be a devoted follower of Jesus with a passion for the Bible. You will be active in a local church that supports your vocation and provides spiritual support.
- Extensive experience (5+ years) in a senior ministry or programmes position.
- Experience working for charitable organisations, or in international development or similar areas, interacting with a board of directors and with an understanding of charity reporting.
- A detailed knowledge of Scottish Christian and social environments.

- Excellent planning and organisation skills, with the ability to manage projects and organise your own workload and that of direct line reports.
- Leadership and people management skills and a willingness to listen and learn from others. A genuine interest in developing people.
- A natural preference for collaboration and teamwork, able to interact and manage a wide range of stakeholders at different levels of seniority, sometimes in a cross-cultural context, to deliver the best possible outcome for the charity.

### **Working Pattern**

- Based in head office, Edinburgh.
- Currently operating a hybrid model, 3 days in head office, Edinburgh (Tue to Thurs) and the option to work remotely 2 days.
- Flexibility to fulfil out of normal business hours or occasional weekend engagements, with time off in lieu.
- Some UK and overseas travel from time-to-time may be required, with time off in lieu.

### **Scottish Bible Society Values**

All staff commit to the following values as a staff team, and we encourage these in our volunteers:

- Mission focussed.
- Bible-centred.

Please refer to the SBS Values document for a full description.