

**We need
people
who are
great with
people.**



Applicant Information Pack

Safeguarding Administrator



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Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

We were voted Charity of the Year in 2022 and we are accredited with Investors in People Gold Standard.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



Aidan Jones, Chief Executive

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Chief Scout, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London UK

You'll be helping change young people's lives. But what else is there for you?

- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working.

Want to know more?

Check out our [benefits page](#)

About the role

Responsible to:	Safeguarding, Vetting and Disclosures Manager
Department:	Safe Scouting
Base Location:	Hybrid / Gilwell Park, Chingford, London with UK travel
Role supports hybrid working:	Yes – click here for further details
Term:	Permanent
Salary:	£27,959.00 per annum Band C Level 3 incl OLW £16,775.40 per annum Inc OLW (pro rated for part- time FTE 0.6)
Hours:	21 hours per week (can be 3 full days or 5 part days)
Line Management Responsibility:	None
Internal Relationships:	Safeguarding Team members, Senior Leadership Members, Volunteers and all Association Staff
External Relationships:	External Bodies and Agencies
DBS:	Basic

What's expected?

The Safeguarding Team is responsible for delivering the safeguarding function across The Scouts throughout the UK. This includes responding to safeguarding and welfare concerns or allegations; as well as the implementation of Safer Recruitment. Safeguarding is a golden thread that runs through all of Scouting; the team helps to facilitate Safe Scouting at all activities, including large scale events such as the World Scout Jamboree, to ensure a safe and enjoyable experience for youth members and volunteers.

The team consists of people with a wide range of backgrounds and professional experience including social work, education, law enforcement and other safeguarding roles. This professional diversity provides a breadth of knowledge and experience and this, alongside a genuinely caring team ethos ensures team members are supported in their work.

The Administrator role will support the Safeguarding Team and the Head of Safeguarding by providing general administration such as managing data, organising meetings and taking minutes, booking events, travel and accommodation, diary co-ordination and sending internal and external communications. It is important that the Administrator's work is accurate and that they provide excellent customer service, adhering to the Team's and Association's policies and procedures

Core Purpose

To provide a professional administrative service to the Safeguarding Team and Head of Safeguarding. This role will involve dealing with sensitive information which will require confidentiality but also which may be distressing at times

Key Accountabilities

- Provide professional administrative support to the Safeguarding Team
- Produce clear and accurate data reports as required
- Use Microsoft Office, Teams and other applications to create and send professional letters, emails, messages and other communications internally and externally
- Support management with project administration and minute taking, as and when required
- Provide general administrative tasks including photocopying, uploading, downloading and storing data; organising team meetings, booking rooms and sending associated communications; booking events, travel and accommodation for team members, managing the associated finances; diary co-ordination
- Any other duties as may reasonably be required by the Head of Safeguarding commensurate with the general level of responsibility of the job.

About You

Experience

- Experience of using Microsoft Office and other applications to a high standard.
- Experience of taking and communicating meeting minutes
- Experience of working in a fast-paced, confidential environment.
- Experience of managing finances and bookings
- Experience of working with volunteers

Skills, Abilities & Knowledge

- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to manage a diverse workload which will include competing priorities
- Ability to adhere strictly to data protection policies and to maintain confidentiality
- Ability to work on own initiative
- Attention to detail and accuracy
- Ability to work systematically in a fast paced and busy environment
- Presentation design skills for example, power point
- Diary management skills
- Some safeguarding awareness

Values & Personal Qualities

- Have a flexible, problem-solving attitude for self and others
- Be able to build-and maintain effective relationships with a wide range of people
- Excellent team player
- Committed to support others
- Understanding, acceptance and working by fundamental values of Scouting
- Willing and able to work occasional weekends and evenings as required

Education & Qualifications

- Education sufficient to carry out the role successfully

Equity, Diversity & Inclusion

The Scouts is an equal opportunities employer and we are committed to fostering an inclusive environment where everyone feels valued and empowered to contribute. We offer flexible working arrangements to support diverse needs and lifestyles, ensuring that our teams can thrive both professionally and personally. We welcome and encourage applicants from all walks of life, believing that varied perspectives strengthen our innovation and community. Your unique experiences and ideas are essential to our success, and we look forward to hearing from all voices.

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit your online application, including a CV and supporting statement outlining your suitability for the role **by 11:59pm Sunday 19th April 2026**

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held on Monday 27th April 2026 in person at Gilwell Park

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact recruitment@scouts.org.uk to set up a call or virtual meeting.

