

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



Applicant Information Pack

Safeguarding Officer



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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

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

Carl Hankinson, UK Chief Volunteer



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?

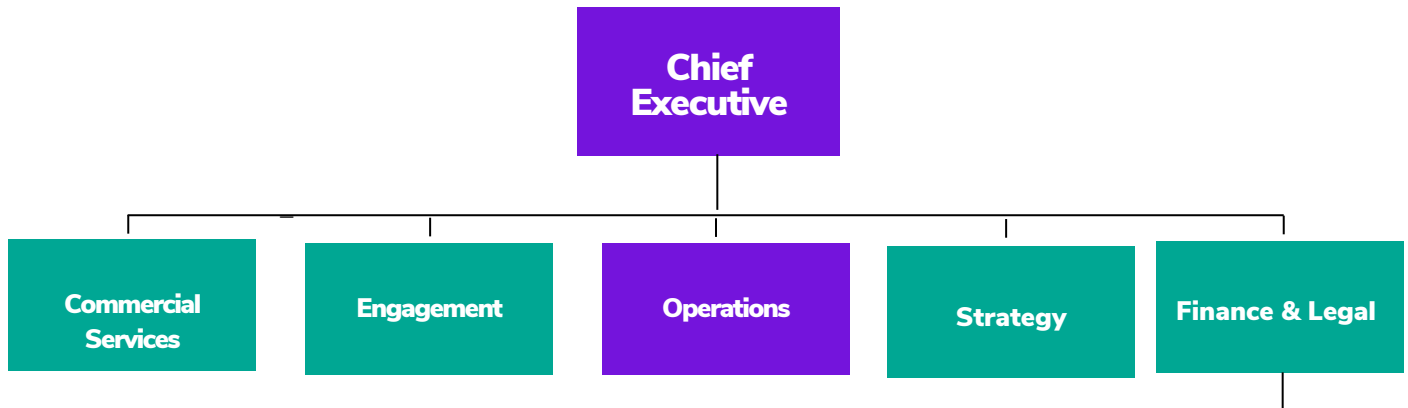
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go 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 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](#)

How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



The Safe Scouting Department sits within Operations Directorate.

The Safe Scouting Department consists of the Safety Team and The Safeguarding Team.

Safeguarding Team Structure



We're the Safeguarding Team.

We're doing well, but you can help us do better.

The UK Safeguarding Team is responsible for delivering the safeguarding function across The Scout Association throughout the UK and some overseas Scouting branches. This includes responding to safeguarding and welfare concerns or allegations; as well as the implementation of safe recruitment and ongoing vetting of its volunteers.

Safeguarding Officers manage a caseload of safeguarding and welfare cases, maintaining regular contact with those involved. They progress these cases and take responsibility for involving statutory agencies, where required. Safeguarding Officers ensure effective support and guidance to local volunteer managers; working collaboratively with both professionals and volunteers to ensure Safe Scouting. It is important they keep detailed and accurate records of actions, adhering to the Team's and Association's policies and procedures.

The Safeguarding Team ensures that safeguarding is a golden thread that runs through all of Scouting; and we help to facilitate this 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.

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



About the role

Responsible to:	Safeguarding Manager
Department:	Safe Scouting
Base Location:	Gilwell Park, Chingford, London
Role supports hybrid working:	Yes – click here for further details
Term:	permanent
Salary:	£39,560.00 Band F, Level 3 (Inclusive of Outer London Weighting)
Hours:	35 hours per week
Line Management Responsibility:	N/A
Internal Relationships:	Safeguarding Team members, volunteers, Association staff
External Relationships:	External Bodies and agencies, parents of youth members
DBS:	Basic

What's expected?

We are seeking to appoint a full time Safeguarding Officer to join the team on a permanent basis, working on safeguarding, welfare and vetting cases as part of the delivery of Safe Scouting across the UK. The post is based at Gilwell Park, London.

As part of the Safeguarding Team, you would be responsible for giving support and advice to local volunteer managers in responding to concerns affecting the safety and welfare of young people; for progressing safeguarding, welfare and vetting referrals, assessing risk; and making the necessary referrals to statutory agencies where required. You would be able to manage a caseload and adhere to deadlines and procedural expectations in a fast-paced environment.

Key accountabilities

- Assess safeguarding allegations made against those involved in Scouting's work including young people
- Assess suitability of leaders where adverse information is shown on disclosure checks
- To operate within statutory guidance (UK wide) in relation to adults who hold a Position of Trust
- Provide support and guidance to senior volunteer managers to enable them to implement a local response to concerns and allegations regarding adults and young people in Scouting, including supporting the suspension process
- Make referrals to statutory or professional agencies in respect of allegations against adults and young people in Scouting
- Support risk assessment/procedures for ending period of suspension/ensuring suitability regarding adult and youth members
- Assess all concerns received relating to 'children in need': bullying, self-harm, and welfare concerns
- Inform and advise the parents/carers of children subject to referrals
- Attend multi agency meetings
- Requirement to be on-call for the Safeguarding emergency out of hours' service and to work out of hours
- Help to run and present at volunteer manager training days across the UK

About you

Skills and abilities

- Good interpersonal skills
- Effective communication skills
- Able to work within a team
- Ability to work on own initiative
- Maintaining strategic partnerships with other agencies
- Use of Information Technology
- Attention to detail and accurate office administration
- Ability to make risk assessments

Knowledge, experience and qualifications

- Advising on a range of child protection, safeguarding and 'children in need' issues.
- Experience of making referrals to statutory agencies.
- Experience of communicating with parents and carers regarding complex situations.
- Ability to undertake assigned tasks within deadlines.
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Personal qualities

- Committed to delivering a high-quality customer focused service.
- Want to ensure responsive and genuine engagement with internal and external stakeholders which will both challenge and support.
- Considerable discretion and independence to act under general guidance but refers to higher levels for policy and professional decisions.
- Show calmness under pressure.
- Excellent communicator.
- Ability to keep sensitive information confidential.
- Personable and approachable manner.
- Self-starter and ability to work on own initiative.
- Open minded, flexible and articulate.

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 an application **by 11:59pm on Wednesday 5th August 2026**.

Scouts is an inclusive organisation, and we are committed to creating a recruitment process that is accessible to everyone. If you need support during the application process, please email recruitment@scouts.org.uk and we will endeavour to support your accessibility needs.

If you are shortlisted for an interview, we will ask you whether you require any adjustments or support to participate fully in the selection process.

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 in person at Gilwell Park on Tuesday 18th August 2026.](#)

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.