

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



Applicant Information Pack

Project Manager (Safe Scouting)

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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.'

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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?

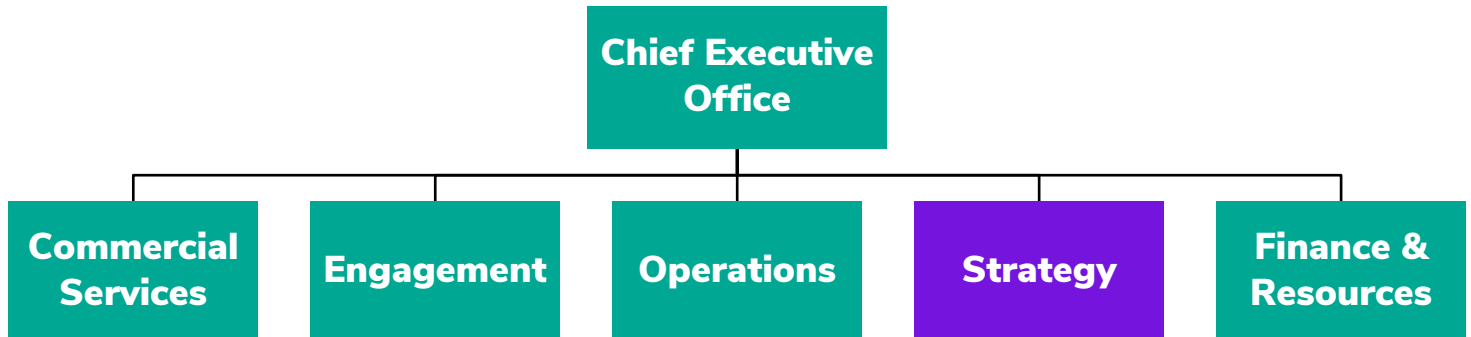
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go 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 interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working.

Want to know more?

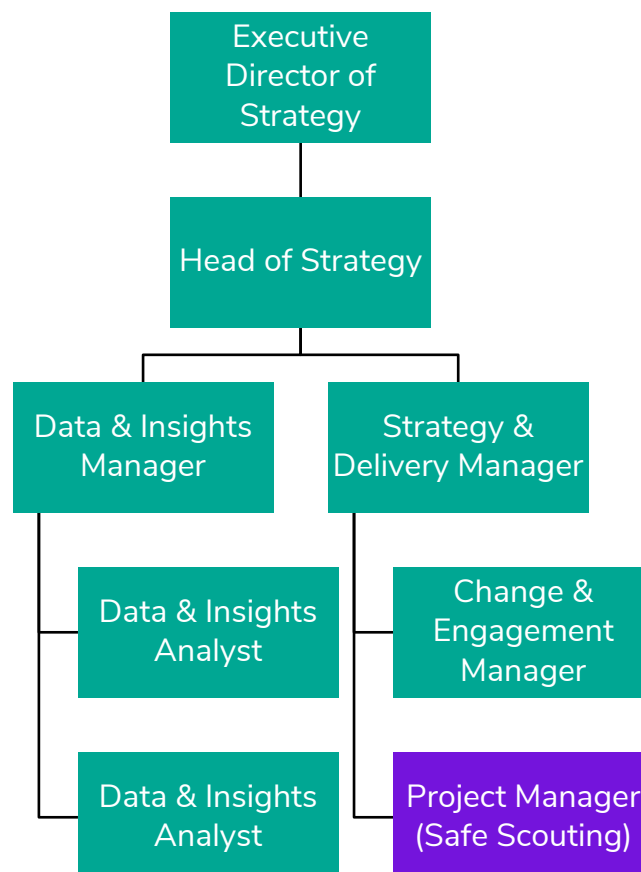
Check out our [benefits page](#)

How we're structured

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



Strategy & Insights Team Structure:



We're the Strategy & Insights Team

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

Our team helps Scouts turn ambition into action. From coordinating and monitoring progress against our Place to Belong strategy to supporting business planning, performance reporting and organisational improvement, we help ensure that Scouts can deliver the greatest possible impact for young people and volunteers across the UK. As a small team, we work across the organisation, partnering with colleagues, volunteers and senior leaders to solve problems, enable change and make sure strategic priorities are translated into meaningful outcomes.

It's an exciting time to join us. Our work spans some of the organisation's most important priorities, giving us a unique opportunity to influence how Scouts evolves and improves. Whether it's supporting major change programmes, strengthening our approach to safeguarding and compliance, or helping increase access to adventurous activities for young people, you'll be working on projects with real visibility and impact. No two days are quite the same, and you'll have the opportunity to build relationships across Scouts, develop your project management expertise and see the difference your work is making first-hand.

We're a collaborative, supportive team that values initiative, curiosity and continuous improvement. We enjoy tackling complex challenges, finding practical solutions and learning from one another along the way. If you're passionate about delivering change, bringing people together around shared goals and helping create even better experiences for volunteers and young people, you'll find plenty of opportunities to grow, contribute and make a lasting difference

Gabriella Wood

Head of Strategy



About the role

Responsible to:	Strategy & Delivery Manager
Department:	Strategy & Insights
Base Location:	Gilwell Park, Chingford, London or Home-based with hybrid working options
Role support hybrid working:	Yes – click here for further details
Term:	18 months fixed term contract to end 31 st March 2028
Salary:	Gilwell Park (with hybrid working) - £47,433 (Band F Level 3, inclusive of Market Supplement and Outer London Weighting) Homebased - £45,673 (Band F Level 3, inclusive of Market Supplement)
Hours:	35 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	Safety & Resilience, Safeguarding, Volunteering, Data & Insights, Digital, Communications and Media, Legal and Governance, Volunteer Leadership
External Relationships:	Project specific external providers and stakeholders
DBS:	Basic
Team Days:	In-person team days once per quarter at Gilwell Park Heads of Department make decisions regarding in person days for their teams. The frequency of these are a guide and are subject to change based on the requirements of the role, the team and the wider organisation.

What's expected?

The Strategy & Insights Team sits within the Strategy Directorate and leads the coordination, monitoring and reporting of progress against Scouts' Place to Belong strategy, three-year plans and annual business plans. Our Project Managers deliver strategic and organisational improvement projects that make a real difference to more than 150,000 volunteers and 400,000 young people across the UK.

This role will primarily support two high-profile projects: the Disclosure Compliance Project, helping Scouts strengthen and demonstrate our commitment to providing the safest possible experience for young people and volunteers, and the Adventurous Activity Permit Review (AAPR), a multi-year programme designed to improve how adventurous activities are supported and delivered across Scouts. Additional to this some capacity would be allocated to supporting in the development and delivery of our wider project management approach as an organisation.

Working across teams, volunteers and stakeholders, you'll lead project delivery, drive agreed improvements and help develop our wider project management approach. We're looking for an adaptable and collaborative project manager who can motivate others, navigate complexity and deliver positive outcomes.

Key accountabilities

- Lead and facilitate the scoping, design, and delivery of projects
- Agree project objectives, benefits, and plans for delivering these with your project stakeholders
- Define project tasks and manage resource requirements accordingly
- Lead on the creation, ownership, and maintenance of project documentation, for example:
 - programme definition documents for programmes
 - project initiation documents for projects
 - exception reports
 - risks and issues
- Develop and manage project schedules and progress updates
- Develop other required project documentation such as RAID logs and finance sheets
- Secure adequate resource allocation for programmes and projects from line managers
- Support with the governance of programmes and projects
- Manage programme and project budgets
- Provide direction and support to project teams
- Manage effective stakeholder engagement and communications
- Manage quality assurance
- Continuously monitor risks and issues
- Manage exceptions and changes in programmes and projects
- Help maintain and continuously improve TSA's programme and project management framework

About you

Skills and abilities

- Excellence in all practical aspects of project management
- Ability to use project management techniques, tools, and software
- Excellent planning and organisational skills with the ability to manage conflicting priorities
- Deal with ambiguity and change positively, with the ability to adapt your approach
- Excellent verbal and written communication skills
- Able to work collaboratively, including working across organisations within the sector and with external suppliers
- Comfortable with conflict resolution and balancing the sometimes-competing demands of all the stakeholders involved

Knowledge, experience and qualifications

- A strong record in delivering and managing complex projects, which require engaging multiple stakeholders across people, culture, process and digital solutions
- Able to make decisions independently and engage others in decision making processes
- Ability to take the initiative, be assertive, persuasive and to motivate and inspire a range of audiences
- Ability to deliver quality work in a fast-paced environment, with the ability to balance emerging & tight timelines
- Ability to problem solve proactively and demonstrate critical thinking
- Ability to work effectively in a cross-functional and multi-disciplinary environment, as part of a team, which includes volunteers and senior stakeholders

Personal qualities

- Committed to living the values of the organisation.
- A strong sense of accountability and empowerment in a values-based culture.
- Commitment to adult volunteers and young people, understanding their needs and a passion for supporting them to be their best.
- Open, confident and collaborative with the willingness to challenge constructively and to receive challenge.
- Emotional maturity and awareness to be able to flex your communication style and listening skills to adapt to your audience and to enable you to build strong relationships
- Positive and proactive in overcoming challenges and barriers.

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 Sunday 6th September 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 virtually week commencing 14th September 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.