



# Preparing young people with Skills for Life

**Leading equity, diversity and inclusion**

**Volunteer Manager  
Application Pack**

  
**Scouts**  
National Inclusion Team

## Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 6 to 25 year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



## What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

## What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

## Key facts and figures

The Scouts is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

**We're Scouts and everyone's welcome here. All genders, ethnicities and backgrounds.**

# Scouting's fundamentals

## Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

## Our values

As Scouts, we are guided by these values:

**Integrity**

**Respect**

**Care**

**Belief**

**Co-operation**

Further information on our fundamentals, including details of our values, are provided on our website at

<http://scouts.org.uk/about-us/key-policies/fundamentals-of-scouting/>



## Scouting's key policies

In common with all members in Scouting, National Inclusion Team Volunteers are required to promote and follow our key policies. The policies cover:

**Child Protection**

**Equal Opportunities**

**Religion**

**Safety**

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>

# Our National Inclusion Team

## Overview

The National Inclusion Team is a key part of our delivery of the inclusivity goal within our Skills for Life plan. The team works closely together across our programmes of work, promoting and championing inclusion at all levels to ensure all young people in all our sections in all our communities achieve Skills for Life! We're looking for managers to help us lead two exciting areas of our plan 'Member Events' and 'Community Engagement'. More information about each of the parts of our team are below.

### Training & Resources

This part of our team has developed training packages and resources for local volunteers across all areas of equity, diversity and inclusion. They help ensure our amazing resources and training are high quality and accessible to all! In the past year this team has coordinated the content creation for the inclusion pages of our website and have creating training packages for Mental Health, Autism Awareness, Gender Identity, Dyslexia and Dyspraxia.

### Member Events

This part of our oversees our Inclusion calendar of events, coordinating plans to celebrating key inclusion dates. We mark and celebrate key events in the year to celebrate the diversity of our movement. They work closely with our youth programme team and National Scout Active Support Units to make all of our events more inclusive & accessible!

### Community Engagement

This part of our team is focused on making sure young people and volunteers from diverse communities across the UK are actively involved and engaged in decisions that shape the Scout experience! This includes building creative, fun & imaginative ways to bring diverse voices into Scouts (like community forums) and ways to engage new members from communities currently under-represented in Scouts.

As an inclusion manager you'll work with volunteers across different projects and from other areas of the organisation. The time commitment required for the role is around 4 hours per week, with some busier periods depending on the role. This is a significant undertaking but one which enables you to have an incredible impact on developing equity, diversity and inclusion across The Scouts.

We are so proud of all our amazing volunteers, staff members and young people who have made us a more inclusive movement over the past 114 years and continue to do incredible things. For example our National Inclusion Volunteer Team has trained hundreds of volunteers in a huge range of different topics across all communities in the UK. We've also celebrated inclusion dates like Black History Month & Pride, lived experience panels, held national webinars focused on topics such as Race Equity, Autism, Mental Health and Gender Identity to help our leaders include even more young people.

But we can't stop here! **We want to include even more young people, in more communities, in more places.** We want to make sure every single young person has the same opportunities to do the awesome things we do every week all over the UK as we develop our Skills for Life!

As you can see **Equality, Diversity and Inclusion** are a big part of our Skills for Life plan and that's why **we need you** to lead us on the next step of our journey!

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**By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.**

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Further information on our strategic objectives are provided on our website at [www.scouts.org.uk/ourplan](http://www.scouts.org.uk/ourplan)

# Person Specification

Given the nature of the National Inclusion Team, we are looking for applicants with a range of skills and experiences. Applications are encouraged from volunteers with any of the relevant skills and regardless of their length of involvement in The Scouts. We are looking for managers who:

## Knowledge and Experience

- understand and believe in delivering our vision for The Scouts
- are able to proactively champion inclusion, inspiring and motivating volunteers
- are knowledgeable about a number of different areas of equity, diversity and inclusion either through lived experience, voluntary or professional work
- experience managing and leading people in a professional or voluntary context

## Skills and Abilities

- are able to manage and lead a team of volunteers directly and remotely
- are organised and efficient, able to manage multiple tasks simultaneously to meet deadlines
- have the ability to set, monitor and evaluate SMART objectives

## Personal Qualities

- have a positive mindset and always look for a solution to challenges
- are reflective and self-aware, recognising when specialist advice is needed and how to deliver constructive challenge in line with our values
- are able to build effective working relationship with team members, including national volunteers, HQ staff, local volunteers, charitable organisations, young people and parents
- have a genuine desire to amplify the voices of members from our under-represented communities



# The roles

## Volunteer Head of Inclusion, Member Events

This volunteer will lead our Inclusion Member Events, supporting a team to deliver an exciting calendar of events that involves and engages young people and volunteers from across Scouts. This volunteer will work supportively and collaborate effectively with other Inclusion Volunteer Managers, volunteer teams and young people to make equality, diversity and inclusion something we work on together as a common goal. They will act as a facilitator for Youth Shaped inclusive events, amplifying the voices and experiences of our young people.

### The responsibilities within this role include:

- lead volunteers to develop & deliver projects that support young people & volunteers locally
- coordinate our inclusion calendar comprising of a series of exciting events
- work alongside other volunteers and EDI staff to create inclusion projects, events and processes at Scouts
- encourage the empowerment and engagement of volunteers and young people within all areas of Equality, Diversity and Inclusion
- communicating timelines and keep the project on target
- coordinating the support for local volunteers to embed equity, diversity and inclusion in their own events
- working with HQ Staff to ensure our member events are as inclusive as possible and that resources are targeted to ensure that nobody misses out

## Volunteer Head of Inclusion, Community Engagement

This volunteer will lead our Community Engagement work, supporting a team to ensure that we create new, imaginative ways to involve and engage more diverse young people. Through engagement with our under-represented communities, you will support us in better understanding the Scout experience and remove barriers to joining Scouts. This volunteer will work supportively and collaborate effectively with other Inclusion Volunteer Managers, volunteer teams and young people to make equality, diversity and inclusion something we work on together as a common goal.

### The responsibilities within this role include:

- lead volunteers to run exciting community engagement projects
- develop strategies to understand the experiences of our under-represented groups
- coordinate the work of our networks and engagement projects to strengthen equity, diversity and inclusion
- work alongside other volunteers and staff to create inclusion projects, events and processes at Scouts
- encourage the empowerment and engagement of volunteers and young people within all areas of equity, diversity and inclusion
- coordinate support for specialist groups such as those based in Special Schools or Hospitals
- communicating timelines and keep projects on target
- coordinating the support for local volunteers to engage with their own communities locally
- working with HQ Staff – to ensure our member events are as inclusive as possible and that resources are targeted to ensure that nobody misses out

# How to apply

## Key dates

- Applications are due by Monday 5th July 2021
- If your application is successful, online interviews will take place on the evening of Friday 9th July and Sunday 11th July, please indicate your preference in your application if one of these dates does not work.

## Process

To apply, either:

- a. complete the Application Form and email it to [inclusion@scouts.org.uk](mailto:inclusion@scouts.org.uk)
- b. complete a video application based on the application form questions and email it to [inclusion@scouts.org.uk](mailto:inclusion@scouts.org.uk)

If you're not quite sure or if this is the right role for you – we're really happy to discuss further. During the recruitment process your skills and abilities will be matched Just like in any of our amazing Scout groups we need people with all different kinds of skills to make our team!

Please ensure you read the person specification section and role descriptions, making it clear in your application how you meet these.

## Volunteering at The Scouts

We understand the pressures of working full-time whilst volunteering, however only you will know your own capacity and individual circumstances. We ask you to consider how you could ensure you have the time available, amongst other commitments, to commit to the workload of this key area of our strategic development as a movement.

The expected time commitment for the role is approximately 2-4 hours per week to manage administration and team support (this is primarily online). There will be a number of meetings regionally and nationally which will require attendance as part of the role (we agree dates together ahead of time to accommodate adjustments and travel). All out of pocket expenses will be reimbursed in accordance with the Scouts expenses policy.

## Further information

In common with all UK appointments, the successful candidate will be assigned a Training Adviser and will undertake a manager wood badge. The applicant must become (or already be) a member of the Scouts including successful conclusion of our vetting process and making the Promise.

We welcome applications from everyone, regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation or socioeconomic background. Our National Inclusion Team is representative of many of the communities we serve across the UK but we know we need to do more. Therefore, we particularly welcome applicants from Black, Asian and minority ethnic backgrounds. We also particularly welcome applications from disabled people and from trans and non-binary people.

If you require any further information about the process or the roles, please contact Tom Milson, UK Commissioner for Inclusion on [tom.milson@scouts.org.uk](mailto:tom.milson@scouts.org.uk)

