

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



Applicant Information Pack

Safeguarding Support 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. 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.

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.



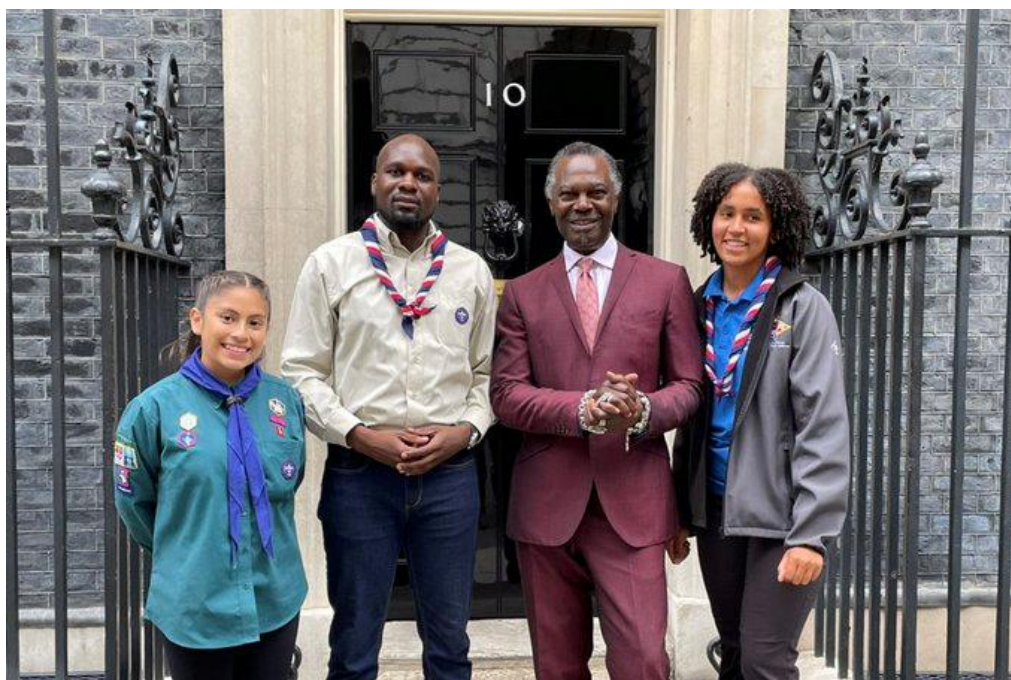
Carl Hankinson, UK Chief Commissioner



Matt Hyde, 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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Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levy 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?

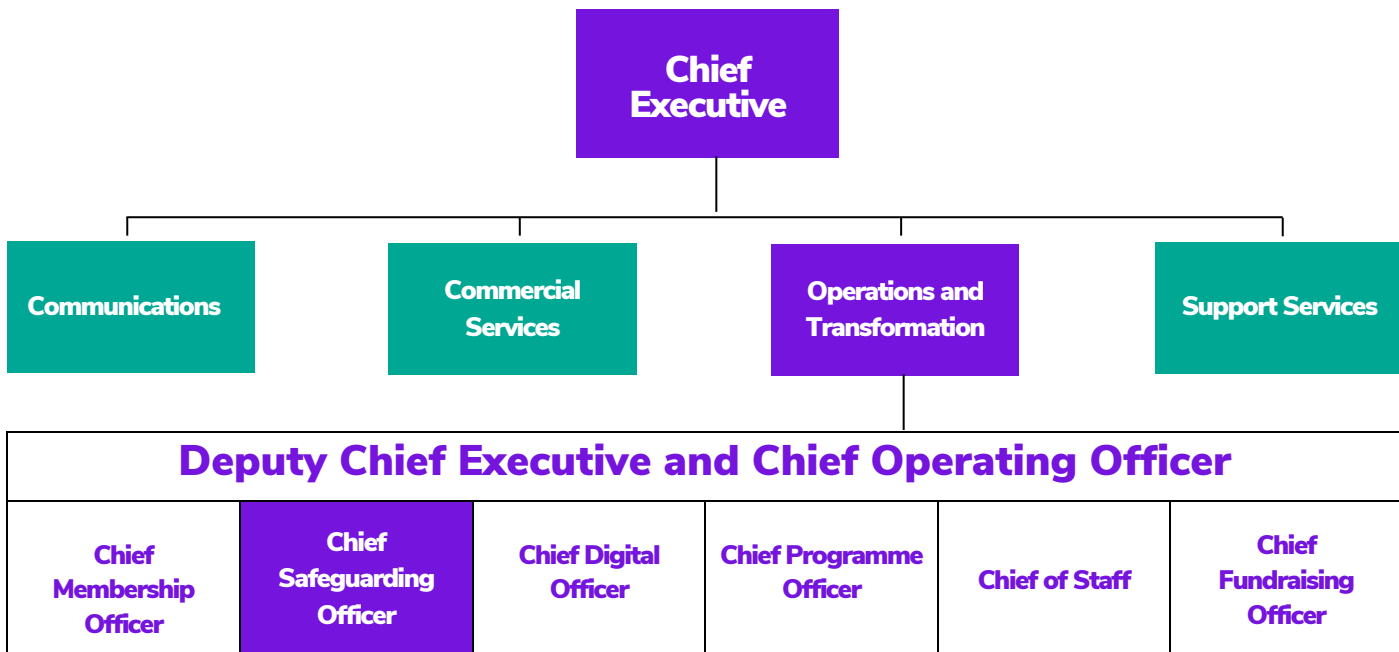
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32 days after five 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 – this'll be opening soon

Want to know more?

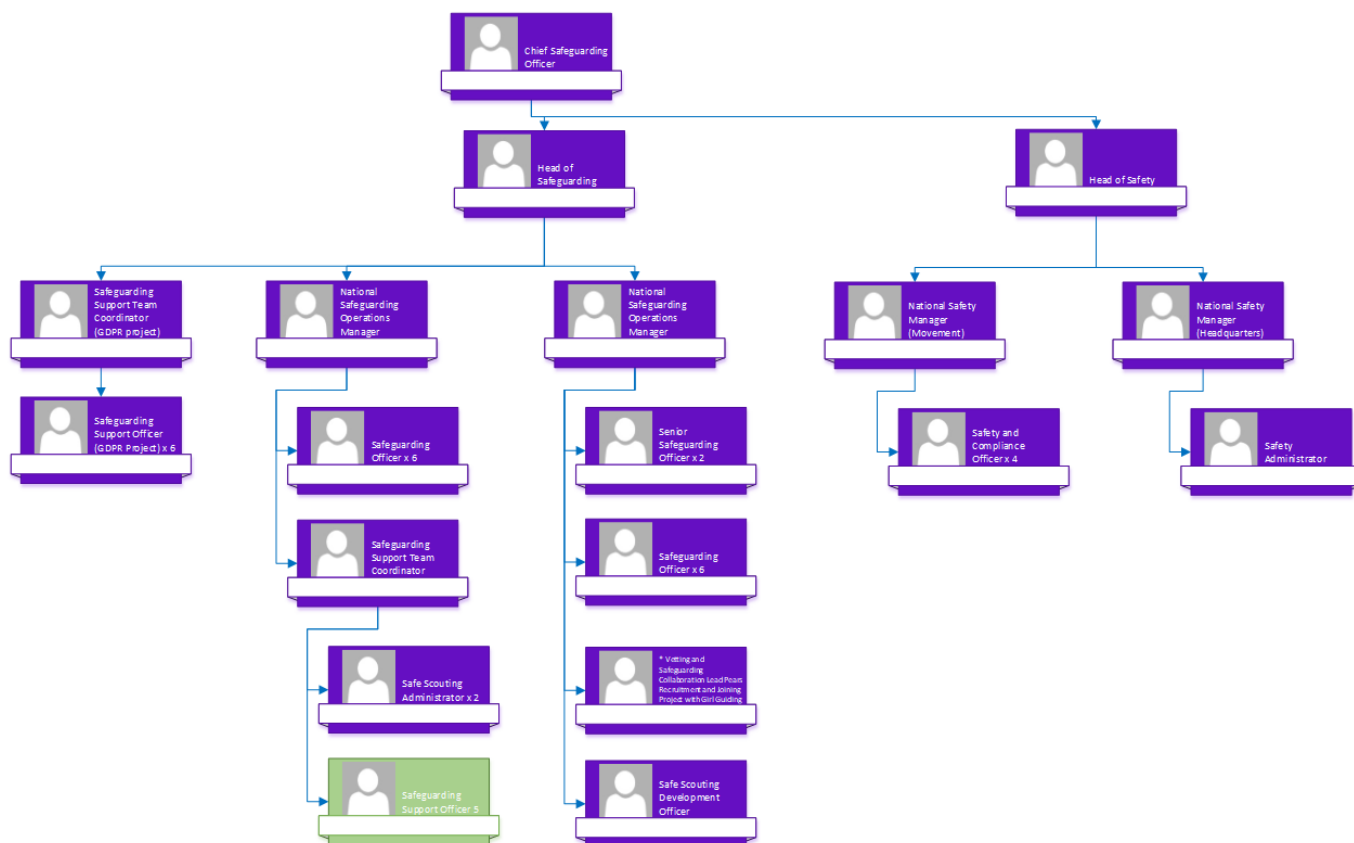
Check out our [benefits page](#)

How we're structured

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



Safeguarding Team Structure:



We're the Safeguarding Team.

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

The safety and wellbeing of young people is the priority for the Scouts.

The Safe Scouting Department are responsible for delivering the safeguarding function across the Scouts throughout the UK. This includes responding to safeguarding and welfare concerns or allegations (including non-recent allegations), affecting and involving young people and adults in Scouts and leading safer recruitment and the Scouts national vetting process.

We work alongside colleagues within the Safe Scouting Department who deliver the safety functions across Scouts. The Department is made up of people with diverse backgrounds and professional experience (including social work, education, law enforcement and other safeguarding roles).

The Safe Scouting Department also ensures Safeguarding and Safety are the golden threads that run through all of Scouting. We help facilitate Safe Scouting at all activities and events. The Department also contributes to the strategic delivery of large scale events, for example, World Scout Jamborees, to ensure and safe and enjoyable experience for youth members and volunteers.

The Department is made up of people with diverse backgrounds and professional experience (including social work, education, law enforcement and other safeguarding roles).

We have regular peer, and management supervision and all colleagues are approachable and always happy to help with questions. Our monthly department meetings are helpful to share updates, and we have developments days for upskilling, problem-solving and professional development.

We are a friendly, welcoming, inclusive and patient team that works collaboratively with support from peers and managers alike.

Tina Wilson
Chief Safeguarding Officer



About the role

Responsible to:	Safeguarding Support Team Coordinator
Department:	Operations & Transformation
Base Location:	Gilwell Park, Chingford, London
Role supports hybrid working:	Yes – click here for further details
Term:	Permanent
Salary:	£ 27,396 per annum, inclusive of OLW, Band D, level 3
Hours:	35 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	Safeguarding team members, Volunteers, Association staff
External Relationships:	External Bodies and agencies
DBS:	Enhanced

What's expected?

The post holder will need to be self-confident and resilient to deal with challenging and emotional situations and have an understanding of statutory agencies i.e. police, disclosure authorities in relation to vulnerable groups, children and vulnerable adults. To provide internal support and advice on behalf of the Safeguarding Officers, Duty team and implement a robust vetting advisory support service to the Association and their volunteers.

As part of Scouting Operations, the main function of the Safeguarding / Vetting Department is to ensure the youth members of Scouting are safeguarded consistent with the Association's child protection policy, best practice and in line with current legislation.

Key accountabilities

- Provide significant administrative support to the Safeguarding and Vetting team.
- Respond positively and effectively to routine queries received by the Safeguarding and Vetting team [by phone, letter or email].

- Ensure that the Safeguarding and Vetting Officers are supported in the management of their casework i.e. updating case files, liaising with appropriate staff, volunteers and statutory agencies.
- Responsibility for first incident calls referring to the Duty Officers as appropriate.
- Establish and maintain a safeguarding and Vetting casework database and records system ensuring cases are tracked for the Safeguarding Officer to ensure that they are able to manage their caseload in a timely manner.
- Undertaking research, training and collating of statistical information for management reports as required.
- The collation of paperwork in relation to liability insurance claims
- Planning and preparation for meetings, diary management collation of papers and agendas
- Provide support and guidance to Association and their volunteers regarding criminal convictions and the rehabilitation of offenders act. Establish and maintain a vetting casework database and records
- Establish and maintain vetting compliance monitoring arrangements across the UK, supporting Commissioners in the suspension / exclusion of adults and ensuring the suitability of adult members that work with youth members.
- Responsibility for countersigning Disclosure & Barring/Protection of Vulnerable Groups and Access Northern Ireland disclosure applications on behalf of The Scout Association and ensuring that they meet the criteria set out by each disclosure authority

About you

Skills and abilities

- Excellent administration skills
- Excellent prioritisation skills
- Excellent written and verbal communication skills
- Able to prioritise a challenging workload to meet deadlines.
- Able to communicate effectively and professionally with people at all levels within and outside the organisation
- Pragmatic problem solver
- Able to develop effective working relationships across the Association and with external agencies
- Able to work with minimum supervision and on own initiative
- Team player
- Able to deliver to a high standard and under pressure.
- Excellent diary management skills

Knowledge, experience and qualifications

- Educated to A level standard or equivalent, experience in Maths and English Language
- Understanding and interest in the work of the Association
- Understanding of statutory agencies in relations to vulnerable groups and child safeguarding particularly
- Highly competent with MS office (Excel spreadsheets, databases, Word and Outlook)

Personal qualities

- Good communicator
- Organised and confidential especially when dealing with sensitive information
- Ability to communicate both orally and in writing in an effective and professional manner, whilst projecting a positive image of the organisation
- Self Confidence and resilience and about to deal with challenging and emotional situations
- Discrete and confidential

How to apply

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

Please submit an application via the Smartsheet link on [our jobs page](#) by 11:59pm on [Monday 20 April 2022](#).

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 online on Tuesday 26 April 2022.](#)

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 helen.church@scouts.org.uk to set up a call or virtual meeting.

