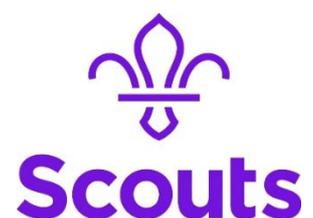


**We need
people
who are
great with
people.**



Applicant Information Pack

Development Team Assistant - Avon



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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.



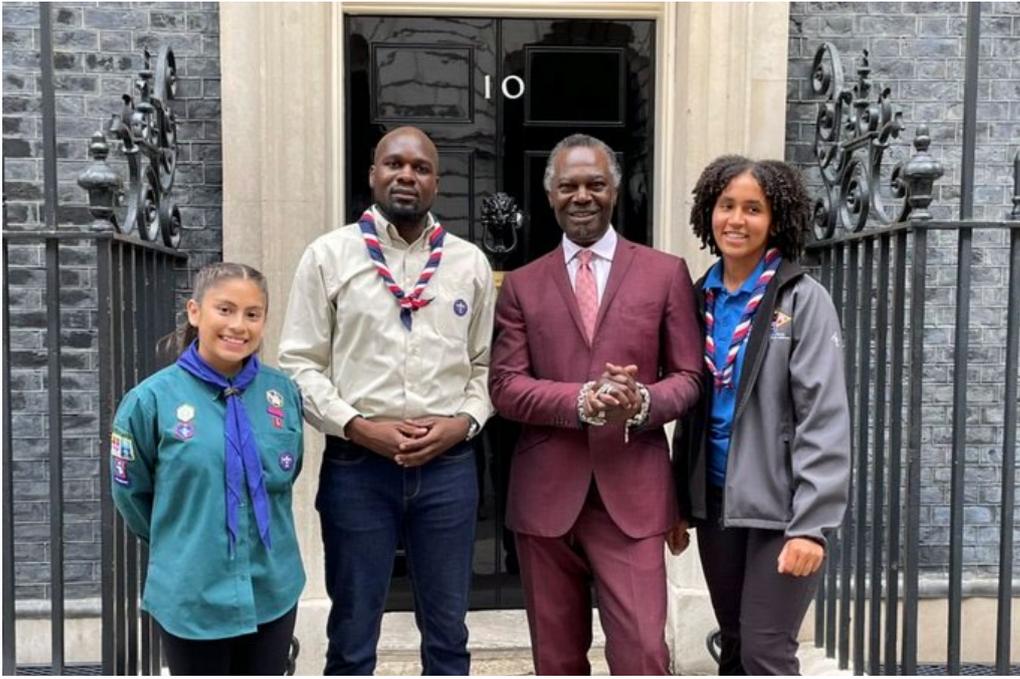
Carl Hankinson, UK Chief Commissioner



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.'

Carl Hankinson, UK Chief Commissioner



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?

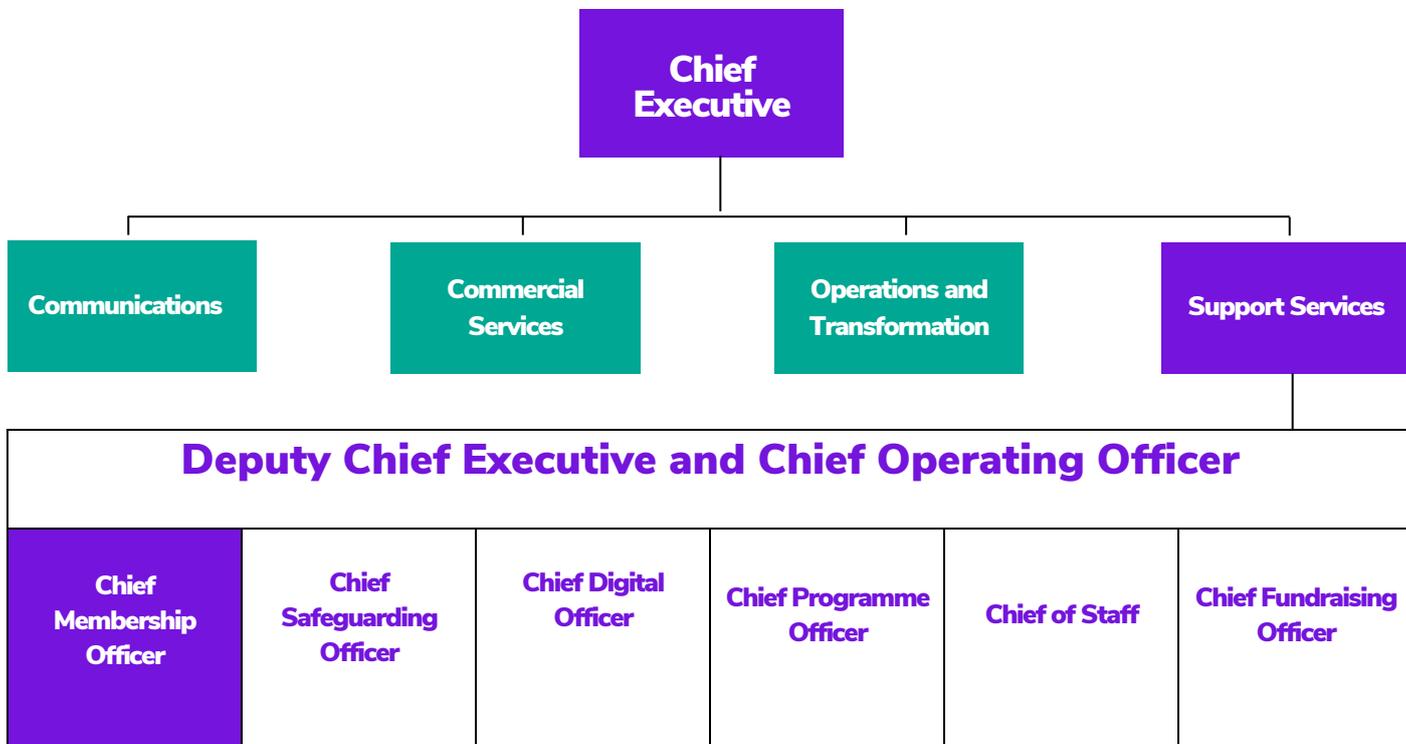
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32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



Member Support Team – Regional Services Team Structure:



We're the Three Counties Development Team.

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

The purpose of the role is to support and deliver new Scouting provision across the project area (Avon). To help deliver the project objectives and targets, working in partnership with Regional, County and District Commissioners, Project Working Group, Three Counties Team Lead Officer, and Development Team members to achieve agreed sustainable growth targets.

The role will be a fundamental part of taking scouting to new and under-represented communities and will involve working directly with both adults and young people to run and support youth provision.

The induction programme and ongoing support for the role will provide a range of training in the following areas: communication skills, project planning and organisation, presenting, working with young people, working in a team, creative thinking and problem solving methods as well as support with IT knowledge.

Because of the nature of the role you will need to be self-motivated and able to work remotely from home with regular daytime and evening work out in communities supporting them to create Scouting provision.

Coralie Thompson
Development Team Lead Officer



About the role

Responsible to:	Three Counties Development Team Lead Officer
Department:	Member Support – Regional Services
Base Location:	Home based with some travel
Term:	Fixed term for until May 2023
Salary:	£6,774.85 per annum, which is pro rata of £19,760 per annum (Band A, Level 3)
Hours:	12 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	Wider Membership Services
External Relationships:	Volunteer Groups
DBS:	Enhanced

What's expected?

The purpose of the role is to support and deliver the creation of more Scouting places in Avon as part of a development team.

The role will be a fundamental part of taking Scouting to new and under represented communities and will involve working directly with both adults and young people to run and support youth provision.

The role will focus on your personal development with an induction and training programme building your skills in the following areas: communication skills, project planning and organisation, presenting and training delivery, working with young people, working in a team, creative thinking and problem solving methods as well as core employment skills such as time management, first aid and IT.

Because of the nature of the role you will need to be self motivated and able to work remotely from home with regular daytime and evening work out in communities supporting them to create Scouting provision.

Key accountabilities

With the Development Team Lead Officer and District Commissioner

- Support the opening of Scout sections in new communities.
- Ensure the good and safe running of the youth sections in accordance with POR responding to the current needs of the Group.
- Work together to ensure problems and challenges are overcome.
- Welcoming and induct new adults and young people to Scouting.

Be part of a Development Team:

- Undertaking events to attract young people such as school assemblies.
- Promoting Scouting through different mediums in the area where the new section is opening.
- Supporting and running open evenings and taster sessions for adults and young people.
- Recruiting adults and converting parents into volunteers.
- Mentoring and inducting new adults in partnership with the Appointments Advisory Committee and Training Team.
- Assisting groups to write and implement programme plans.
- Running the new section alongside the new adults for a period of time, enabling sustainability following 'handover'.
- Any other duties as may reasonably be required by the Three Counties Team Leader

About you

You will be motivated with a determination to make things happen. Passionate about Scouting Values and bringing positive activities to new communities.

Possess a high level of communication skills to build effective relationships with a wide range of people including; young people, potential adult volunteers, existing volunteers, community representatives.

Have a willingness and potential to learn and develop from the experience. Be able to work as part of a team but also be motivated enough to work independently of direct supervision.

Skills and abilities

- Work independently of direct supervision
- Able to plan and organise own travel
- Work as part of a team.

Knowledge, experience and qualifications

- Be enthusiastic and able to enthuse and motivate others]

Personal qualities

- Must live in a geographical location to enable effective support to volunteers in the the Avon, Somerset or Gloucestershire area.
- Able and willing to work at least two evenings a week and occasional weekends.
- Have a full driving licence and access to a vehicle for work.

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 Sunday 31 July 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 date to be confirmed.

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 Coralie.thompson@scouts.org.uk to set up a call or virtual meeting.

