

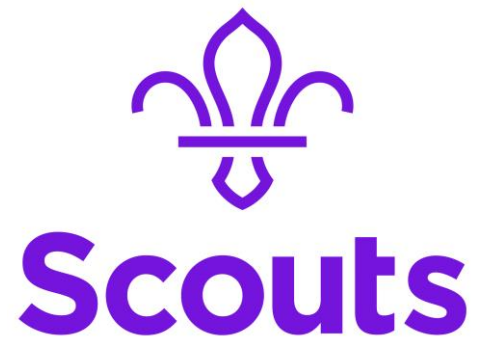


Preparing young people with skills for life

**Lead the UK Contingent to the World
Scout Moot in 2025, Portugal**

Contingent Leader recruitment pack

#SkillsForLife



What we do	3
Ready for the Challenge?	6
The role	7
How to apply	10

What we do

As Scouts, we prepare young people with skills for life. We encourage young people to do more, learn more and be more. Each week, we help over 362,000 young people aged 4-25 enjoy fun and adventure while developing the skills they need to succeed, now and in the future.

We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians. We help young people develop and improve key life skills. We believe in bringing people together. We're proud to be the UK's largest mixed youth movement celebrating diversity and standing against intolerance. We're part of a worldwide movement, creating stronger communities and inspiring positive futures.

What do volunteers do?

We are only able to help young people gain skills for life thanks to our dedicated team of over 141,000 adult volunteers. These support Scouts in a wide range of roles from working directly with young people, to helping manage one of our 7,000 local community-based Groups, 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 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

- Over 141,000 adult volunteers in Scouting learn new skills, make new friends and make a positive impact in their communities.
- We are extending our reach, helping more young people to gain skills for life. Since 2013, we have opened over 900 new sections in areas of deprivation.
- We offer over 300 activities from abseiling and coding to drama and water-zorbing.

- Over a quarter of UK Scouting's membership is female.
- There are more than 60,000 young people on waiting lists – we need more volunteers to welcome these into the movement.
- Scouting offers hundreds of different volunteer roles from management positions to behind the scenes roles like driving the minibus or painting and decorating
- 1 person began Scouting in 1907; today more than half a million Scouts now take part in the UK and more than 50 million take part in Scouting around the world.

Key benefits

Compared to those not in the movement, Scouts are:¹

- 17% more likely to demonstrate leadership skills
- 11% more likely to be better problem solvers
- 19% more likely to show emotional intelligence
- 17% more likely to be able to work well in teams.



Physical and mental wellbeing

- Scouts are 32% more likely to be physically active than young people who don't take part in Scouting.

Community impact

- Scouts are one-third more likely to take an active role in their communities
- Scouts are one-third more likely to help out in their local area, feel greater responsibility to their local community and volunteer to help others
- Scouts are 18% more likely to be curious about the world around them and 12% more likely to accept diversity in other people's backgrounds and beliefs

Our strategy

A new strategic plan for Scouting across the UK was launched in May 2018 to secure a strategic direction through to 2025 and to grow on the success of the current plan. The strategic plan consists of 12 Programmes, which are our broad areas of focus, directed, driven and delivered by Programme Boards. Each Programme is made up of a number of specific projects, each of which will contribute to the achievement of the strategy. More details on the work towards our new plan are available at <https://scouts.org.uk/about-us/strategy/>

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.

Further information on our strategic objectives are provided on our website at <https://scouts.org.uk/about-us/strategy/>

¹ Source: Soc Stats Survey of 2,000 young people (both Scouts and non Scouts)

Our fundamentals

Our mission

We exist 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

<https://scouts.org.uk/por/1-fundamentals-of-scouting/the-values-of-scouting/>

Our key policies

In common with all members in Scouting, the role holder will be required to promote and follow our key policies. The policies cover:

Safe Scouting

Equal Opportunities

Religion

Safety

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



Ready for the Challenge?

The Contingent Leader role, as with the previous Moot in 2017 (Iceland), is a Scouts UK appointment leading hundreds of Scouts across the UK on a fantastic adventure, this time to the World Scout Moot in Portugal during the summer of 2025. Moot 2025 will be the seventeenth Moot with about 5,000 participants expected to attend from across the world and will be the biggest WoSM international event of the year.

The Moot is a World Scout Organization of Scout Movements (WoSM) event for young people aged between 18 and 25. The event is open to participants of this age plus adult volunteers who will support the Contingent as Contingent Management Team (CMT) or International Service Team (IST). All adult volunteers must be 18+ at the time of the event. We recommend that those applying for CMT roles are 26 years old by the first day of the Moot but welcome applications from anyone over 18.

We are looking for a motivated and dynamic Contingent Leader to define, organise and deliver this fantastic event. You will be working in partnership with HQ Staff and other senior volunteers, utilising the learnings of past Contingents. You will recruit and manage a contingent of adult volunteers and young people to participate in this event. As well as the Moot itself you will be responsible for defining the educational objectives of any pre/post event(s) and for working closely with HQ Staff to create and manage the event budget. We want the UK Contingent Management Team to be as diverse as possible, and we need a great person to lead it.

The full role description and person specification are included in this pack. Flexibility, risk management, new ways of working, accepting challenging timescales etc. are going to be key challenges, for the CMT, for the IST and for the participants, and for the Scouting organisations that support them. For example, we expect a significant proportion of the Contingent Support for this event to be delivered through digital means.



The role

UK Contingent Leader – Moot 2025

- Purpose:** Leading the UK's participation in the Moot 2025 event. Defining educational objectives and planning and managing the budget for the event, in conjunction with HQ Staff. Recruiting a diverse team of adult volunteers to manage and support the Contingent. Lead the UK Contingent on the event in Portugal (and any other countries if applicable for pre/post events). Work with the UK Commissioner for Programme to create and manage a legacy for young people from this event.
- Responsible to:** Byron Chatburn, Volunteer Head of Events and Contingents
- Appointed by:** Callum Kaye, UK International Commissioner
- Responsible for:** Contingent Management Team for the UK Contingent to Moot
- Internal contacts:** International Commissioner; Events Team staff; UK Leadership Team; Assistant County/Region / Area Commissioners (International); other Headquarters staff.
- External contacts:** Moot Organising Team (international); Contingent Leaders from other National Scout Organisations (international); World Organization of the Scout Movement; other statutory and voluntary organisations, travel partner(s).
- Key tasks:**
- Define, develop and promote a programme for the UK's participation in the Moot with consideration of the safeguarding requirements for the age range of the participants
 - Recruit and lead a Contingent Management Team (CMT) of approximately eight members, including two deputies
 - Oversee International Service Team (IST) recruitment and develop a plan to select participants
 - Work in partnership with UK HQ staff and other HQ volunteers to plan, deliver and review our part in the event. With a specific need to manage the long-term risks related to COVID 19, including its impact on travel
 - Plan for a positive legacy from this event including working to develop contingent members as future leaders.
 - Liaise with the event organisers in Portugal and other external partners.
 - Work with the lead staff member in developing the event budget to be approved by the Association's Finance Committee. Deliver the project within budget.
 - Provide regular management reports to the Scouts' Strategy and Delivery Committee (and/or Events Sub Group) for this event, demonstrating how key outcomes are being met.
 - Oversee all preparations for the Contingent including the training and development of adult volunteers, travel, kit provision and programme
 - Lead the Contingent during their time in Portugal, and at any pre- and/or post-Moot events.
 - Ensure a full evaluation is completed post event and reported to the relevant committees / boards.
 - Ensure the Moot experience compliments the Network Scout programme

- Ensure cost is not a barrier to participation, especially for youth members
- Ensure that environmental sustainability is considered throughout the Contingent's planning
- Ensure inclusion and inclusivity is a key component of all recruitment, appointments and is central to all decisions relating to the UK Contingent to Moot project

Time commitment

- The demands on a Moot Contingent Leader for a two-and-a-half-year period are significant (throughout preparation, the event itself, and then post-event evaluation and reporting). It is expected that you would not take on any other major or time-demanding volunteer role during your time as Contingent Leader
- You will need to commit a significant amount of time to pre-event planning and meetings. This may amount to four or five weekends a year, as well as significant periods at other times throughout the life of the project and visiting the host country. Due to COVID 19 changing methods of working, time commitments will invariably include planning, leading and attending meetings which are remotely delivered as webinars or conference calls
- You will need to commit to attending the Moot itself and will be out of the country for approximately three weeks in July/August 2025
- This appointment is for a term of approximately two and a half years finishing in late 2025

Expenses:

- This is a voluntary leadership role and is unremunerated. However, travel and accommodation expenses required to perform this role will be paid by the Association, as agreed with the Senior Events Officer or appropriate staff member.
- The Contingent Leader will be expected to pay a fee for their personal attendance at the Moot. This fee will be a pre-agreed amount of approximately 50% of the standard IST fee to the same event (after the travel aspect has been included)

Person specification

Skills and abilities:

- To inspire and motivate individuals.
- To deal with multiple tasks and deadlines in an organised and efficient way.
- To build good relationships and work in partnership with the lead staff member.
- To support the management of large budgets and to recognise the importance of financial control in running successful projects.
- To negotiate skilfully whilst demonstrating the ability to influence decisions.
- To lead and manage people at a distance and in a voluntary environment.
- To communicate effectively, verbally and in writing.
- To speak and present publicly in a clear, articulate and motivating way.
- To listen to others and counsel when necessary.
- To be assertive and cope with challenging situations.
- To use technology, especially email and remote meeting options, to carry out a range of tasks (confident in Microsoft Office programmes).
- To confidently lead large meetings, both in person and remotely.
- To quickly gain a broad overall knowledge of Scouting's policies and structures.

- To undertake the appropriate adult training.
- To adapt and make reasonable adjustments to criteria and tasks that allow for the inclusion of all.

Knowledge and experience:

- Experience of leading and supporting large groups of people in a controlled project environment.
- Experience of managing adults across a wide geographical area and from various backgrounds.
- Experience of managing large budgets and of using financial control to successfully run projects.
- Experience of working in a multinational environment with people from a wide range of cultures and backgrounds.
- Experience of leading international events working with young people, either inside or outside of Scouts.
- Experience of developing and communicating written work for agreement by committees or groups.

Personal qualities:

- Resilient and positive in challenging circumstances.
- Self-motivated and able to use your own initiative, whilst recognising the limits of your authority.
- Excited about the experiences an international scouting event can offer young people and adult volunteers
- Fully committed to seeing the project through to completion.
- Approachable
- Commitment to The Scouts values.
- Sufficient time available for the role, including mid-week and weekend engagements, sometimes including travel.
- No envisaged barriers to obtaining adult membership of The Scouts.
- Able to work with others from different cultures where English may not be their first language.
- Committed to ensuring all scouts have the opportunity to participate, no matter their religion, culture, ability or sexual orientation

How to apply

Key Dates

The closing date for applications/nominations is **Sunday 12 March 2023**.

Interviews will take place online using video conferencing, on **Sunday 19 March**.

Application Process

The recruitment panel will consist of national volunteers representing UK Leadership Team, and staff members at the Scouts. We will also be running an informal youth panel for you to meet with past Moot participants, as well as young people who may be part of our next contingent.

To apply, please complete the online application form giving as much detail as possible on how you meet the requirements of the role. It would be helpful to include Scouting and non-Scouting experience that is relevant when applying. All applications will be treated in strict confidence.

We know that applications forms aren't for everyone so if you would like to, you may add an optional video (no more than 3 mins long please) to answer the questions and support your application. We are not looking at video editing or production skills here, but focusing on your content and answers.

Applicants should complete the [Application Form](#) and [Diversity Monitoring Form](#) online. Any questions about the application process should be directed to moot@scouts.org.uk

Further information

Candidates will undergo suitability checks using the Scouts membership system (Compass), including completion of a DBS check, if not already in place.

Candidates, if successful, will be expected to complete and validate Scouts' mandatory trainings for HQ volunteer roles, including but not limited to Safety, Safeguarding, GDPR, Essential Information, and Tools for the Role, if any of these trainings have not been validated already.

If you are successful in securing the role, we will advise you on the next steps, which we expect to involve the recruitment of a wider Contingent Management Team.

If you'd like more information about this role please get in touch for an informal chat to find out more about the upcoming Moot UK Contingent project. Please contact either of the following:

Byron Chatburn – Volunteer Head of Events and Contingents (byron.chatburn@scouts.org.uk)

Miles Battye – Senior Events Officer (miles.battye@scouts.org.uk)