

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



Applicant Information Pack Safety & Compliance 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.



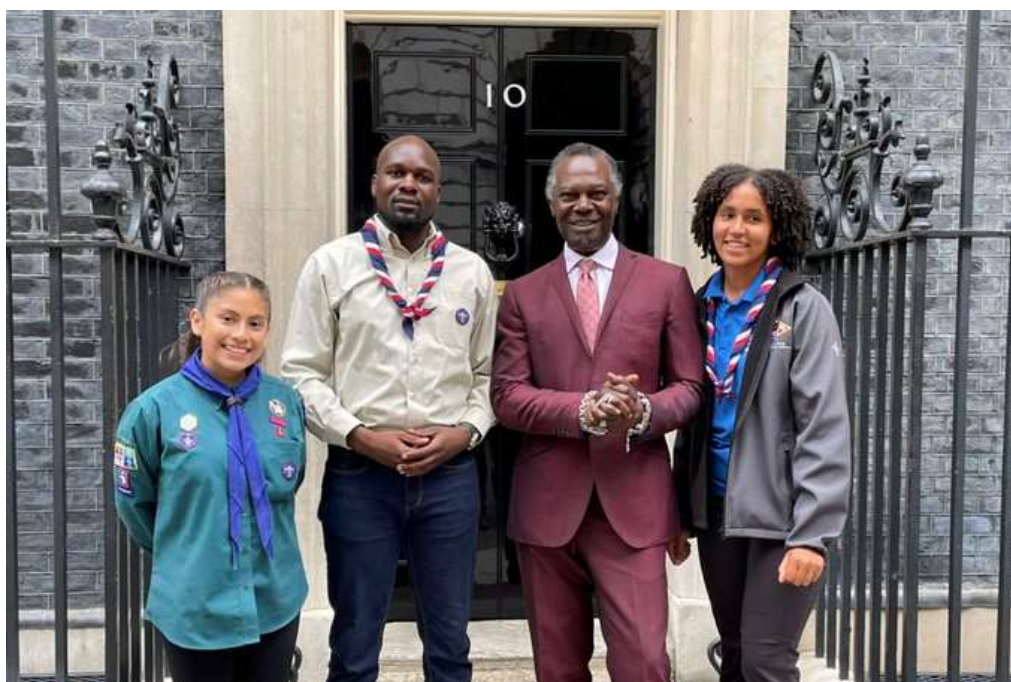
Carl Hankinson, UK Chief Commissioner



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?

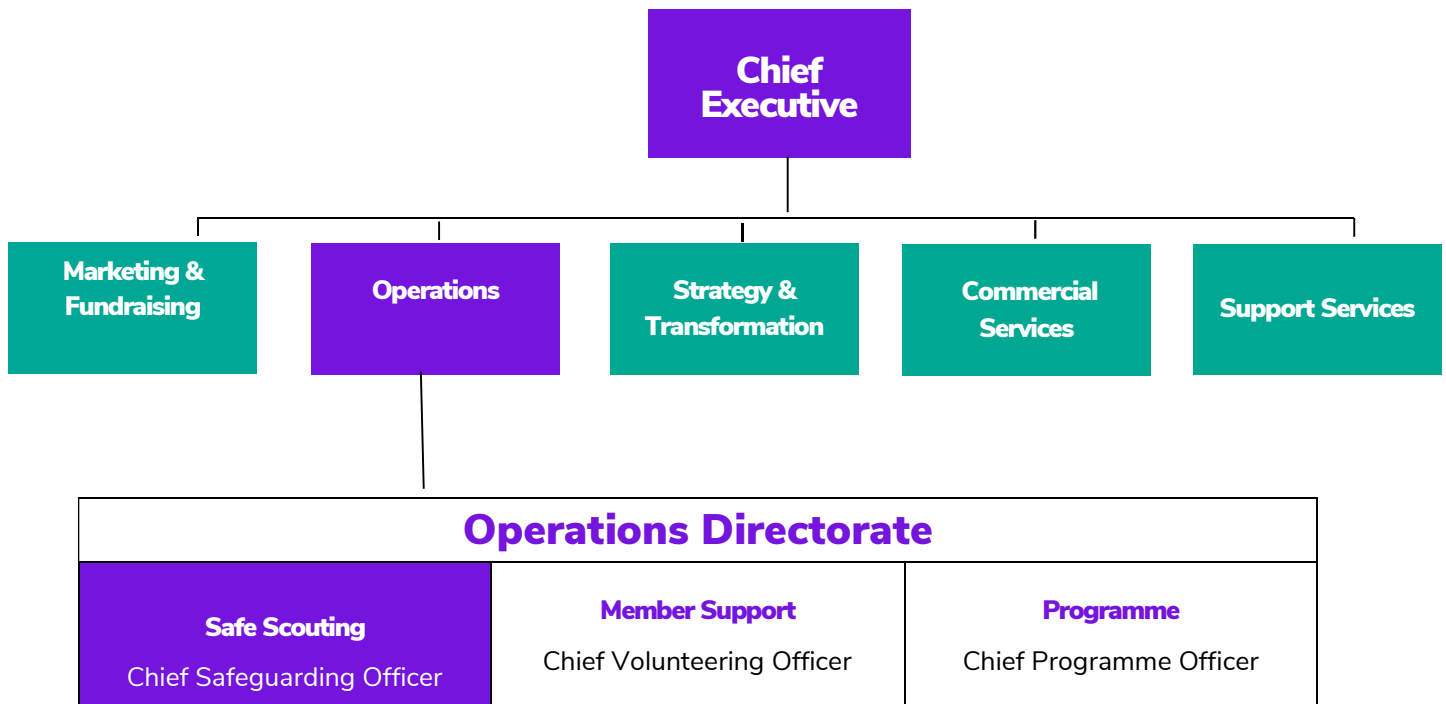
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32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

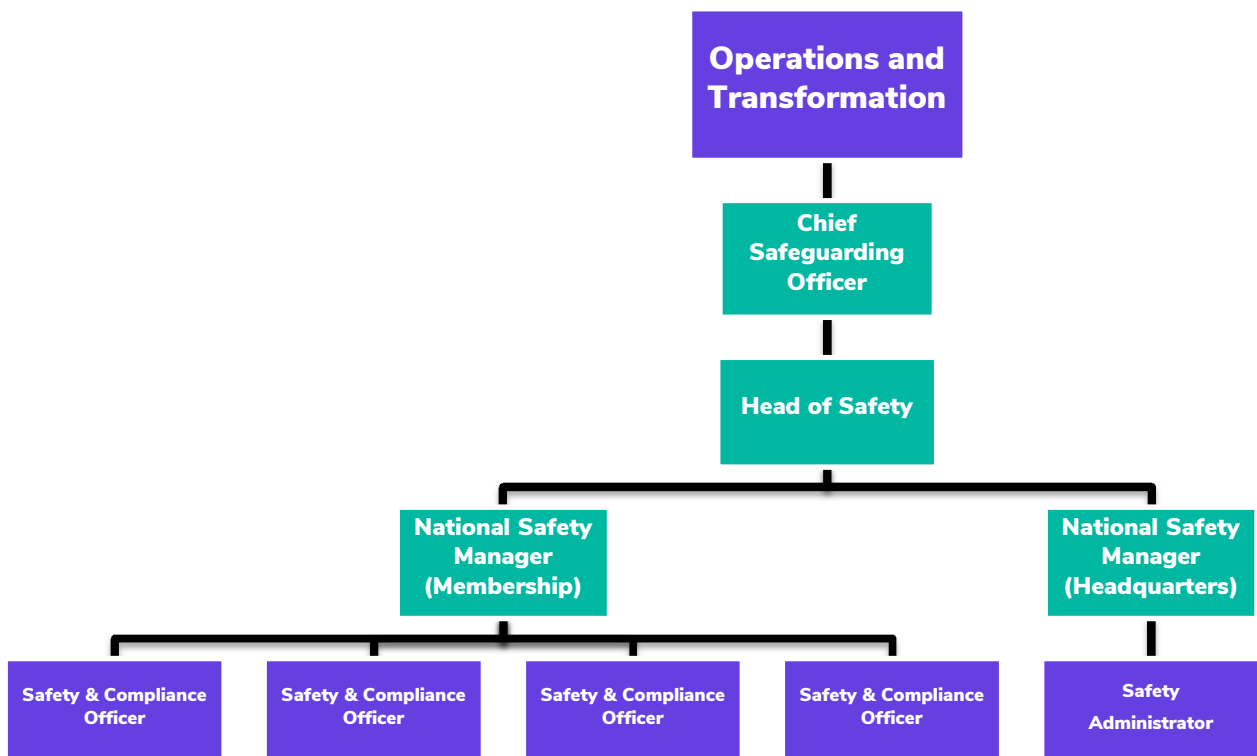
Check out our [benefits page](#)

How we're structured

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



Safety Team Structure



We're the Safety 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 supporting members to plan and deliver safe and enjoyable programmes, made up of the Safety and Safeguarding Teams.

We're looking for someone to join our the Safety Team, working alongside other Safety and Compliance Officers to undertake a range of tasks including:

- Reviewing, developing and maintaining safety and adventure related guidance for members;
- Reviewing and learning from reported incidents involving members;
- Working with local volunteers to improve safety at a local level.

The Department is made up of people with diverse backgrounds and professional experience (including social work, education, outdoor and adventure, health and safety management, 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, and we help to facilitate Safe Scouting at all activities and events. The department also 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.

Our team say the best things about the Department are:

- we have a friendly, welcoming, inclusive and patient team;
- we work in a collaborative way with support from peers and managers alike;
- we have regular peer and management supervision and all colleagues are approachable and always happy to help with questions;
- we strive for an open yet challenging culture;
- managers are visible and have an understanding of what's happening across the department;
- our monthly department meetings are useful to share updates.

We invest in the team with development days for upskilling, problem solving and professional development as well as encouraging team members to attend other training identified to their individual needs.



Jess Kelly
National Safety Manager

About the role

Responsible to:	National Safety Manager (Membership)
Department:	Safe Scouting
Base Location:	Gilwell Park, Chingford, London
Role supports hybrid working:	Yes – click here for further details
Term:	Fixed Term Until June 2026
Salary:	£38,459 per annum, Band F, Level 3 (inclusive of Outer London Weighting)
Hours:	35 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	The Safety Team work with most teams at the Scouts providing specialist advice and guidance relating to safety and adventure.
External Relationships:	National Governing Bodies, Scout partners, safety organisations
DBS:	Basic

What's expected?

The purpose of the role is to ensure young people taking part in Scouting are safe, by working with local volunteers, line managers and specialists to ensure that national policy, procedures and guidance are implemented at a local level. To conduct local quality audits to assess compliance with Scouts' policies, procedures and guidance and use these and compliance data in order to drive good practice and quality assurance measures for monitoring and making improvements

The role provides specialist advice, guidance and support to the movement in matters of safety and adventure, involving supporting and advising adult volunteers to enable them to safely deliver the Scout Programme. This includes liaising with external agencies and other specialists to ensure that safety and adventure advice provided to members is informed by industry best practice.

Key accountabilities

- Conduct health and safety audits in line with the Scouts' Safety Quality Framework, identify areas of non-compliance and take appropriate action to rectify these
- Provide members with specialist technical advice and support in the area of safety, outdoor activities and adventure.
- Assist the National Safety Manager in developing the Scouts' safety rules, policies and guidance and support in line with industry and external best practice

- Research, plan and prepare proposals for changes to rules, policies and guidance relating to safety and outdoor and adventure, ensuring they are in line with current Government guidance and legislation
- Use management information to inform best practice
- Work with local volunteer line managers to ensure the delivery of safe scouting to members, through compliance, quality assurance, and data insights
- To ensure a high standard of resource materials, for members and deliver training
- Ensure responsive and genuine engagement with internal and external stakeholders which will provide both challenge and support
- Any other duties as reasonably requested by the National Safety Manager and/or other Safe Scouting Management Team, commensurate with the general level of responsibility of the job

About you

Skills and abilities

- Ability to undertake assigned tasks within deadlines
- Ability to risk assess
- Ability to prioritise workload and work to meet deadlines
- Ability to assimilate large amounts of data and information and provide a summary of key implications for others
- Ability to effectively present information clearly and influence an audience
- Ability to think creatively and solve problems
- Ability to use own initiative
- Ability to construct written information for the production of web articles, resource material, magazine articles, committee papers and minutes of meetings
- Excellent communication skills

Knowledge, experience and qualifications

- Good knowledge of relevant health & safety legislation and regulation
- Knowledge of outdoor and adventurous activities, including residential experiences, including new and developing trends (desirable)
- Experience in delivering health & safety advice
- Experience of conducting health & safety audits and identifying risk
- Experiencing of undertaking safety risk assessments and implementing them
- Experience of developing policy and guidance on health & safety matters
- Experience of office administration, using Information Technology, analysing/interpreting data and composing reports
- Level 3 IOSH/NEBOSH accredited qualification
- Sufficient education to ensure necessary understanding of the role and its context and to be able to write formal written reports

Personal qualities

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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 Tuesday 22 May 2023.

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 either virtually or at Gilwell Park on Monday 19 June 2023.](#)

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 Claire.bruce@scouts.org.uk to set up a call or virtual meeting.

