



Strategic Funding Officer

Applicant Information Pack



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Welcome

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

Each week, we give over 450,000 young people the opportunity to 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 believe in bringing people together. We celebrate diversity and stand against intolerance, always. We're a worldwide movement, creating stronger communities and inspiring positive futures.

Having just launched a new strategic plan: Skills For Life: Our plan to prepare better futures, this is an incredibly exciting time for Scouting in the UK. We welcome talent from all backgrounds and your contribution to help even more young people succeed in life.



Tim Kidd, UK Chief Commissioner

Matt Hyde, Chief Executive



Our values

Integrity

Respect

Care

Belief

Cooperation

Our strategic plan

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. We have continued to grow for 13 consecutive years. Our previous plan, Scouting for All, inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 462,000 young people aged 6-18 (including 102,000 girls) get the best possible start in life. Our social action campaign, A Million Hands, has enabled over 200,000 young people to make a positive contribution in their local communities.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

'I believe that Scouts

empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.'

Tim Kidd, UK Chief Commissioner

Skills for Life

Our plan to prepare better futures 2018-2023

Our vision

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Our mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

Our values

We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

Our goals

We will achieve the following goals against our four objectives:

Growth

- 50k more young people
- 10k more Section Leaders
- 5k more Young Leaders

Inclusivity

- The demographic of adult volunteers reflects society
- In 500 more areas of deprivation

Youth Shaped

- 250k young people shape their Scouting each year
- 50% young people achieve top awards

Community Impact

- 250k young people making a positive impact in their local communities each year
- 50% young people achieve top awards

Our three pillars of work

To meet these objectives, we will focus on three pillars of work:

Programme

A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.

People

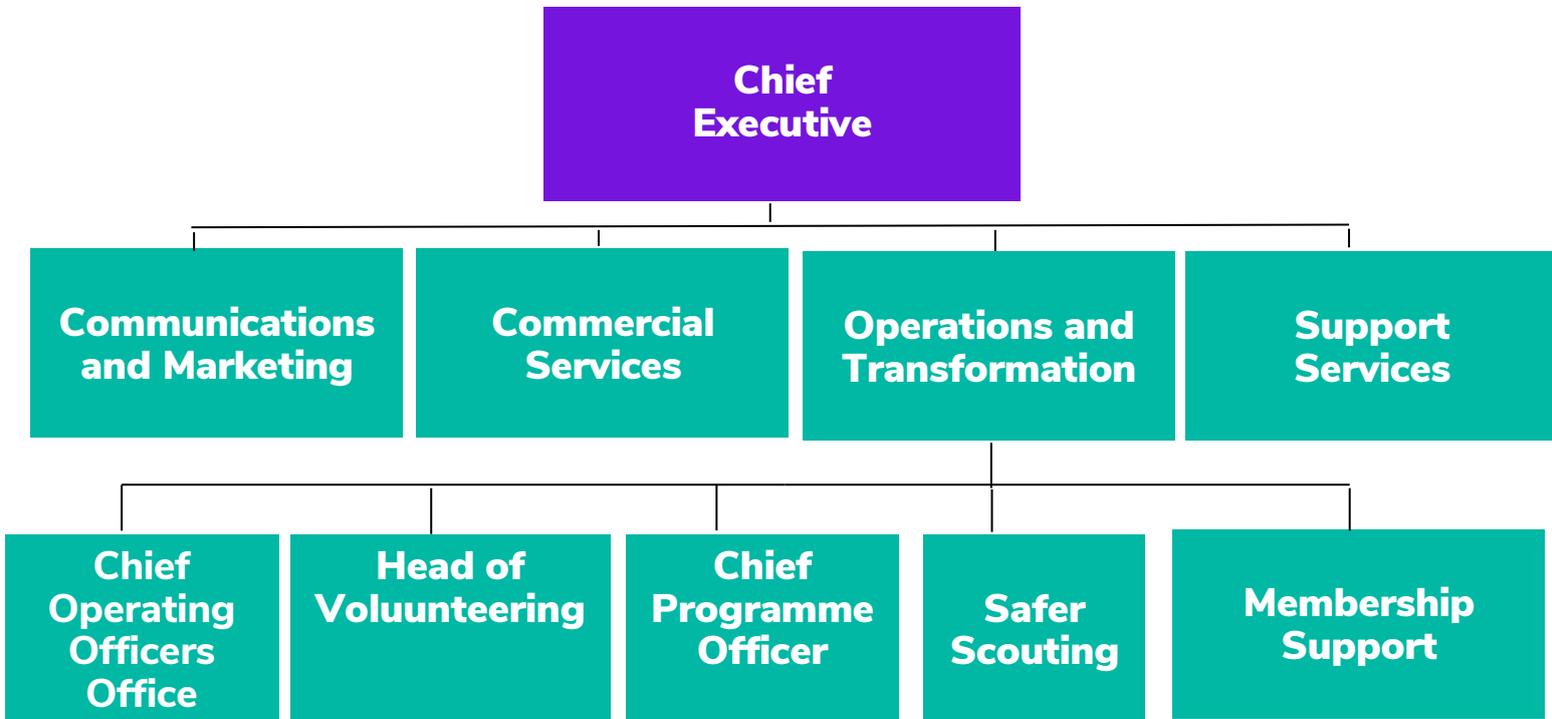
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

Perception

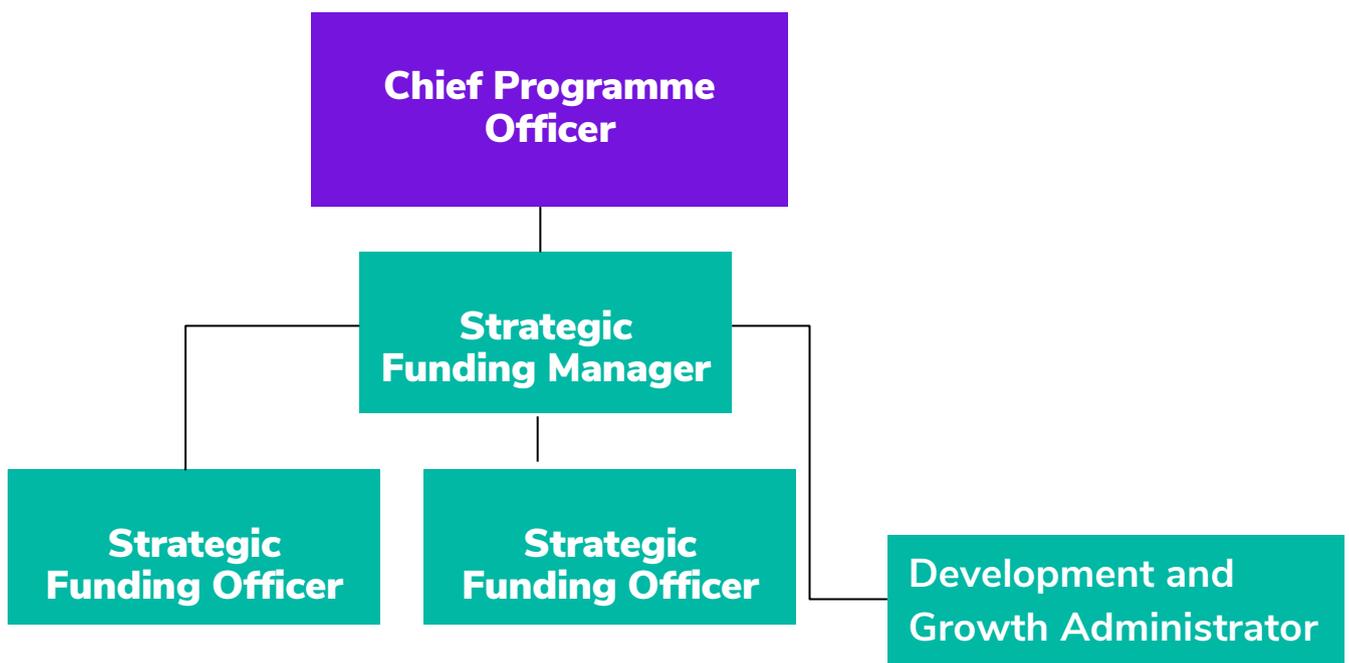
Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

The Scout Association Structure

The UK headquarters of the Scouts is based at Gilwell Park, Chingford, London, and is operationally divided into four directorates



Team Structure



The role

Responsible to:	Strategic Funding Manager
Department:	Strategy Delivery (Programme), Operations and Transformation
Base Location:	Gilwell Park, Chingford, London
Term:	Fixed term to September 2021
Salary:	£35,354 per annum (inclusive of Outer London Weighting) Band F, Level 3
Hours:	35 per week
Line Management Responsibility:	None
Budgetary responsibility:	Support the management of a ~£250k budget, securing income from Government, grants, trusts and foundations
Internal Relationships:	Senior Leadership Team, Operations and Transformation Directorate, Strategy Delivery (Volunteering) Team, Communications Directorate, Team UK, Volunteer People Team, Project Management Office, Programme Sponsor, Board members, Project Leads and wider association staff and volunteers,
External Relationships:	Government agencies and organisations, funders, senior officers within partner/sector organisations, senior colleagues in Grant, Trusts and Foundations
DBS:	Basic

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Core purpose

The purpose of this role is to secure external funding that aligns with Scoutings strategic objectives.

Working closely with Scouting colleagues the Strategic Funding Officer will work within a small team to:

- Identify and cultivate potential funding
- Produce successful bids and applications,
- Manage partner relationships and maximise a warm portfolio of donors including several large multi-year

funderson, seeking to extend their support wherever possible.

- Write reports, evaluate impact and share learning across the organisation.

Key tasks

Secure External Funding:

- Work with the Strategic Funding Manager and colleagues to identify projects for funding
- To proactively identify, research and prioritise new trusts that are strong funding prospects for The Scouts
- To develop appropriate and compelling cases for support
- Where opportunities are identified, prepare high quality, compelling and tailored applications for external funding aligned to our strategic objectives.
- Work with colleagues in other departments to obtain necessary programmatic and budget information.

Stakeholder Management:

- Develop and manage current small – medium sized trust relationships
- Use the strategic fundraising database to maintain accurate records of funder donations and engagements
- Manage a quarterly mailing cycle to smaller trusts, growing income from this group while streamlining processes to ensure it remains low maintenance
- Work closely with scouting colleagues to ensure that any reporting or other obligations attached to grants and contracts are fulfilled effectively and in a way that strengthens relationships
- In conjunction with Strategic Funding Colleagues ensure we are well networked and represented with Government departments, relevant third sector organisations and funders who are able to support our strategic objectives
- Deliver events, meetings and assets that provide high quality engagements and profile for existing funders and decision makers (meetings, visits, media/sector profiling opportunities), that assist in developing strong relationships. Again, this may be through other colleagues rather than wholly delivered by the Strategic Funding Team itself.
- Monitor external parliamentary, third sector and funder activity to identify opportunities to build relationships and secure funding aligned to our strategic objectives.

Funded Project Delivery and Evaluation:

- Ensure funded projects are delivered effectively, within agreed timescales and to budget, with timely reporting to funders. This will involve supporting, monitoring and challenging colleagues (including senior colleagues) as opposed to operational delivery by the Strategic Funding team itself.
- Ensure all externally funded projects are properly evaluated by relevant colleagues, and converted into resources that can be used by our membership to increase the impact and legacy of external funding.

Other

- To ensure through regular meetings and communication that all relevant departments and volunteers in The Scouts are updated on your activities across the Strategic Funding Team.
- To keep abreast of all of the latest Scout news
- To support the wider Strategy and Programme Delivery objectives and strategy.
- To support the wider Fundraising team to achieve annual income objectives

- Any other duties commensurate with the grade of role.

Safeguarding rules – Yellow Card

We are a youth organisation who takes safeguarding seriously. The post holder agrees to comply at all times with the safeguarding rules as set out on The Scout Association's yellow card, [which can be found here.](#) This is shared with young people and carers, as well as employees, so everyone knows our rules of engagement.

In order to comply, stringent vetting procedures take place including checking against an internal database to assess suitability and also Basic/Enhanced DBS checks as required.



GDPR and Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law and to adhere to our Data Protection and GDPR policies

Health and Safety

The post holder agrees to abide by The Scout Association's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the work place as well as that of their colleagues.

Equal Opportunities

The Post holder agrees to promote and uphold the principles of equal opportunities in accordance with The Scout Association's Equal Opportunities Statement and all related policies.

The person

We are looking for

E=Essential D=Desirable HD=Highly Desirable

A results-driven, motivated team player to join our exciting and fastpaced strategic funding team. You will be an innovative thinker, able to spot opportunities and develop concepts to create successful bids. Proven success of fundraising from trusts and foundations would be an advantage along with a superb ability to write with flair and creativity. You will have excellent presentation skills, an eye for detail, be exceptionally well organised and work well autonomously. As a problem solver, you will be comfortable taking personal responsibility for the success of our work.



Skills and Abilities

- Proven ability to build strong relationships with, and influence, internal and external stakeholders at all levels (E)
- Excellent writing, presentational and intra-personal skills (E)
- Good finance skills for accurate budgeting (E)
- Ability to manage and prioritise a diverse workload to meet tight deadlines
- Basic experience of delivering or commissioning methods of measuring the impact of programmes/projects in robust and proportionate ways (HD)

- Highly competent in the use of word processing and excel, data collection and email software, willingness to travel across the UK and undertake occasional out of hours work. (E)
- Highly developed networking and influencing skills that result in positive outcomes (D)
-

Knowledge and Experience

- Experience of securing restricted funding from trusts, statutory or commercial sources (E)
- Experience of cultivating and managing a portfolio of trusts and foundations (E)
- Experience of working in a target led environment with a proven track record of delivering against targets (E)
- Experience of producing powerful and compelling fundraising proposals and reports (E)
- A high level of knowledge, or ability to rapidly acquire such knowledge, in sectors key to The Scout Associations strategic objectives, namely parliamentarians and governmental bodies, third and youth sector organisations and potential funders. (HD)
- Experience of working with partners across charitable, private or public sectors. (E)
- Experience of managing funders in a highly pressurised environment
- Experience of contributing to fundraising strategies in line with organisational plans (D)

- An understanding of programme delivery (including analysis and diagnosis, design, planning, execution and evaluation) with clear potential in a fundraising function. (HD)

Values and Personal Qualities

A confident, personable and professional manner when working with both internal and external contacts.

A self-motivated, resilient, highly organised and enthusiastic attitude towards a varied workload.

A willingness to learn and share your knowledge with the wider team.

An appreciation and enthusiasm for the positive community impact the Scout Movement has.

Other essential criteria

Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment.

Routine business travel as required which may include some weekend work and over night trips

Competency Framework

Level 3

Benefits

- **Holiday Entitlement:** 25 days per year plus bank holidays. This increases after two years service to 28 days and after five years to 32 days.
- **Additional Holidays:** We operate an office closure during the Christmas and New Year holiday period that provides up to an additional 3 days of extra leave.
- **London Weighting:** In addition to a competitive salary we also provide London weighting to staff if located inner/outer London.

Looking after your health and wellbeing

Simply Health Scheme

You will have access to a medical scheme to help you with the cost of your everyday healthcare fully funded by the Association such as optical, dental and many more. You will also get access to the Gym discount, family days out discount and online health risk assessment.

Sickness absence

We pay sickness above the statutory minimum requirement.

(Above benefits apply to employees upon completion of three months in their role unless otherwise stated)

Food and drink

Subsidised lunch is provided to all employees when they are working at Gilwell Park between Monday and Friday and free beverages are available at all sites.

Looking after your future

Generous Pension Scheme

We are committed to providing our staff with a best work place pension scheme that is highly competitive in the third sector. For all employees, the Association has a Group Personal Pension Plan with the Scottish Widows..

This plan allows employees to contribute a minimum of 2% of their gross salary up to the maximum allowed within HMRC limits. The Association will contribute twice your contribution, up to a maximum of 10% of gross salary. Employees can benefit further by saving your own and the The Scout Association's National Insurance contribution that is paid into your pension pot.

Life Assurance

All employees are covered by a scheme which pays four times the basic salary in the event of death in service.

Getting to and from work

Car parking

All sites offer free car parking to employees.

Minibus Service (Gilwell Park)

A minibus service is provided which collects colleagues at 08:20, 08:35, 08:50 from Chingford Station. This service also drops colleagues off to the same location at 16:30, 16:45, 17:00 and 17:15.

Cycle to Work scheme

This scheme is a form of salary sacrifice which enables employees to purchase a bicycle through the Government's Cycle to Work Scheme and can save you up to 42% on the retail value (depending on the employees tax bracket).

We are proud to be a family friendly employer

Personal Days

Up to four personal days paid leave a year.

Maternity/Paternity Leave

We pay maternity leave above the statutory minimum requirement.

Childcare Vouchers

This scheme is a form of salary sacrifice, enabling employees to purchase childcare vouchers.

Start and finish time

Employees can apply for some flexibility on their start and finish times of work.

Making your money go that little bit further

[Scout Store purchases](#)

Employees can make purchases from Scout Store with a discount of 25% on certain items, excluding uniforms.

[Online Benefits Portal](#)

Our online benefits portal allows you to tailor make your own benefits package.

Developing yourself and others

[Study and volunteer leave](#)

Special leave includes paid leave for volunteering and study leave

How to apply

Before making an application please ensure that you have read the Recruitment and Selection policy: <https://scouts.org.uk/media/1009429/Recruitment-and-Selection-Policy.pdf>

Please submit an application via the Smartsheet link on our jobs page www.scouts.org.uk/vacancies.

In order for us to monitor the application of our Equal Opportunities policy <https://scouts.org.uk/about-us/key-policies/equal-opportunities-policy/>, we would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form.

If you are unable to use Smartsheet, please post your application to:

Human Resources, The Scout Association, Gilwell Park, Chingford, London E4 7QW

The closing date for applications is **23.59 on Friday 25th October 2019**.

The interviews will be held on **Wednesday 6th November 2019 at Gilwell Park, Chingford, London**.

If you would to discuss the role in more detail, please contact the Recruitment Team at recruitment@scouts.org.uk.

