



Senior Growth and Development Officer-Midlands

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

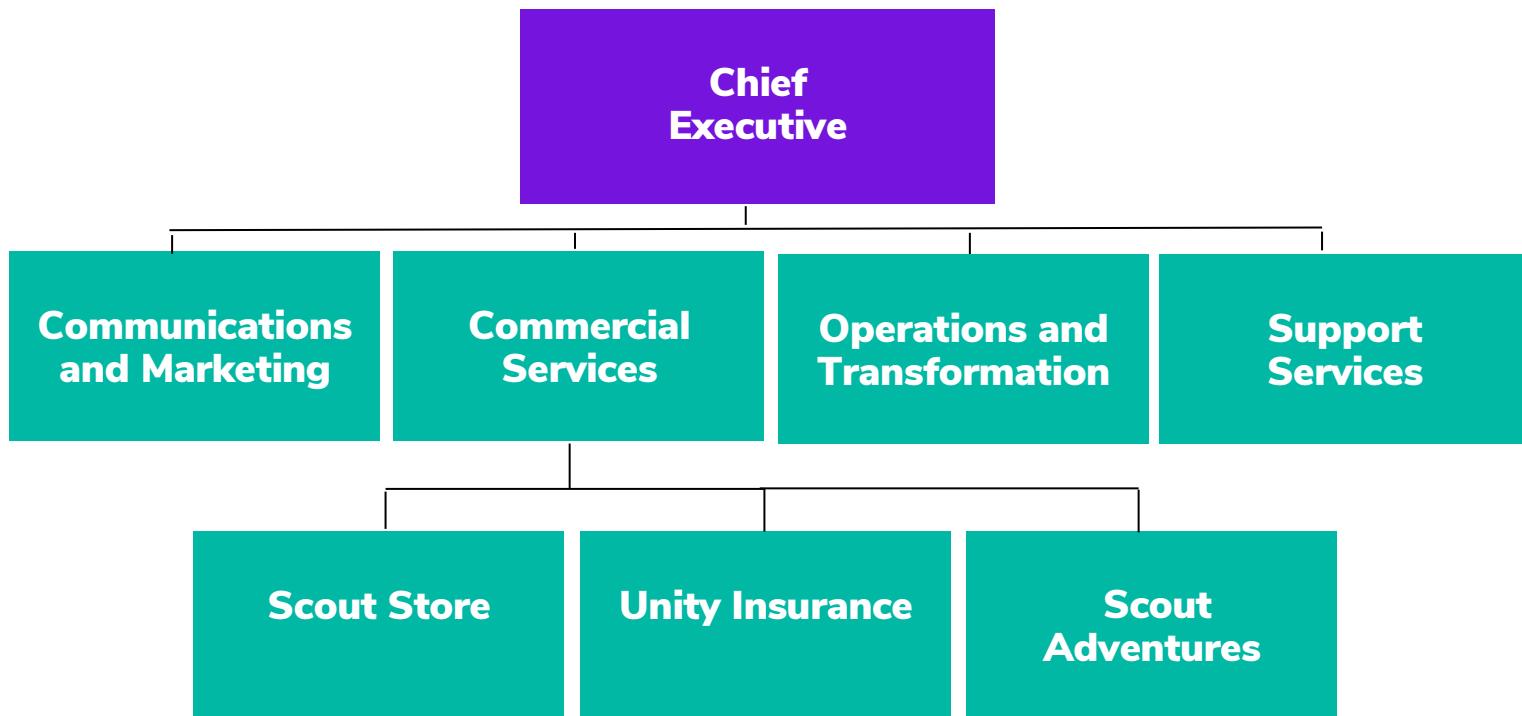
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

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



The role

Responsible to:	Area Growth and Development Officer
Department:	Strategy Delivery (Volunteering), Operations and Transformation
Base Location:	Homebased, covering the Midlands
Term:	Permanent
Salary:	£33,594 per annum, Band F, Level 3. Includes a company vehicle or car allowance.
Hours:	35 per week
Line Management Responsibility:	up to 6 direct reports
Budgetary responsibility:	Responsible for the day to day management of the budgets of the funded projects that you will manage which is a maximum of 6
Internal Relationships:	Volunteers, committee members, head office teams
External Relationships:	Community groups, other charity organisations
DBS:	Enhanced

Core purpose

The purpose of this role is to lead and manage any funded growth and development officers in the East Midlands and West Midlands (Currently a team of 4 which is likely to grow further) ensuring that funded projects reach their objectives and contribute to the organisations growth goals for 2023.

This post will directly contribute towards ensuring we meet our growth goals and are able to respond to supporting programmes of work in the new strategy, in particular those that link with growth such as reaching new communities. The role ensures there is adequate levels of effective management in place for all growth and development staff in the Midlands Region.

Key tasks

- Support and work in partnership with District Commissioners, Group Scout Leaders and other volunteers to achieve organisational growth.
- Support the opening new scouting provisions in line with the funding project plan.
- Enable and motivate local Scouting to devise, apply and refresh focused growth plans.
- Advise and support local Scouting focus upon the retention and recruitment of adult volunteers.
- Advise, support and encourage Scouting to engage with communities currently under-represented in Scouting and provide Scouting for them.
- Help develop and deliver training, events and activities within and outside the Region(s), designed to support Scouting and promote local growth and development.
- Help identify, create and design new tools and resources to support growth and development across the Region(s) and more widely.
- Liaise with other staff from Scouting Operations and across headquarters, particularly concerning development and adult support issues.
- Represent Headquarters and its Departments in the Region(s) and in Counties.
- Administer and maintain an effective home based office and budget.
- Any other duties as may reasonably be required by the Senior Member Services Officer.

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

You will be a highly driven and enthusiastic individual with the ability to line manage up to six detached members of staff. You will have the development of your individual team members at the forefront of your thoughts and be skilled at getting the best from your team.

You will be self-motivated and able to contribute to the work of a large national team. Your commitment to the strategy of The Scout Association will be realised through your ability to work with volunteers working in various capacities and your desire to see Scouts grow will be demonstrated through the initiation of new groups, recruiting and supporting new volunteers. You will be able to carry out your own administration and be conversant with a suite of IT products. You have a people-centred approach to your work with excellent written

and oral communication skills.

With a full driving licence you will be comfortable with extensive travel across the Midlands region and with evening and weekend work. You will be based in a geographical location that will enable effective management of staff and liaison with volunteers within the Region.



Skills and Abilities

- Work independently of direct supervision.
- Work as part of a team.
- Provide own administrative support.
- Be an effective trainer.
- Be committed to the fundamentals and values of Scouting.
- Be enthusiastic and able to enthuse others.
- Be a self starter.
- Able to operate from home based office accepting the constraints this places on personal/family life.

- Live in a geographical location to enable effective management of staff and liaison with volunteers in the relevant Region.
- Able and willing to work frequent evenings and weekends.
- Able and willing to travel extensively, including spending frequent nights away from home.

Knowledge and experience

- An understanding of most, if not all of the following issues: rural communities, urban communities, minority ethnic communities, schools, local authority youth and community service, partnership projects.
- Member of The Scout Association or The Guide Association as an adult.
- Experience of working with volunteer groups outside Scouting.

Values and personal qualities

- Want to ensure responsive and genuine engagement with internal and external stakeholders.
- Good communicator.
- Willing and able to be a Member of the Scout Movement.
- Able to operate from home based office with regard to acceptance of constraints this places on personal/family life.
- Live in a geographical location to enable effective management of staff and liaison with volunteers in the relevant Region.
- Able to work evenings and weekends with significant travel across your designated region and the UK.

Other essential criteria

- Hold a full driving licence.
- Possess high level of relationship skills to ensure effective relationships with a wide range of people from young people, to Chief, Regional, County and District Commissioners to leaders of faith communities and external bodies.
- Manage a diverse workload and reach targets that are set within deadlines.

- Advise on project planning and development issues.
- Able to support volunteers with critical incident management.

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 **12pm on Monday 25th November 2019**

The interviews will be held on **Thursday 12th December 2019 at Leicestershire Scout County Headquarters**.

If you would like to discuss the role in more detail, please contact Sam Booth the Area Growth and Development Manager on 07983 581 485 or the Recruitment Team at recruitment@scouts.org.uk.

