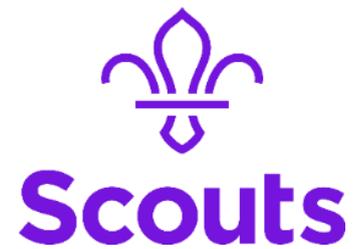




**Help make
programme planning
easier for our
amazing Section
Leaders**

Join our Programme Planning board

#SkillsForLife



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At a glance

Programme of Work 01: Programme Planning

Help make programme planning easier for our amazing Section Leaders.

The work

We want to make it easier and free up more time for leaders to plan and deliver a challenging and adventurous programme for every young person. Amazing Section Leaders are the key to achieving these goals and we want to better support them through [digital tools](#) and programme resources. We are committed to providing enough ready-made [activities](#) for young people to achieve their Top Awards (one activity to meet each requirement of each Activity and Challenge Badge), and have already done this for Beavers and Cubs. We're now focussing on the Scout section, and won't be moving on to Explorer Scouts until we have conducted our strategic review of scouting provision for Ages 14-25.

The role

As **Programme Sponsor** your primary role is to ensure that the Programme delivers the capabilities, outcomes and benefits of this Programme of Work (PoW). This will also include making sure there is the appropriate change management required to ensure the expected outcomes and benefits to the Movement are being realised. A more detailed description of the role is attached.

The role is a volunteer member of the board. You will help to govern the delivery of the Programme Planning programme (two projects as outlined in this pack), which aims to help new and existing section leaders deliver quality programmes and our young people to gain better *Skills for Life*.

The Scouts Association is a promoter of equality and so we encourage applicants from all backgrounds, including those from ethnic minority groups or people with disabilities.

The time

There will be up to four face to face meetings a year (probably at Gilwell Park), with Skype calls and email in between as required. Reasonable travel costs will be reimbursed.

The key outputs

The key outputs of the Programme Planning programme, which you will contribute to include:

- Increased satisfaction with TSA provided programme materials
- Increased Programme delivery aligning with the methods set out in our Theory of Change
- Increased achievement of Top Awards
- Increased positive impact on young people
- Increased recruitment and retention of young people, Young Leaders and Adult Volunteers, from all backgrounds
- Increased volume and quality of social action delivered through Scouting

These will be achieved by designing quality products that:

- Are easier for adult volunteers and Young Leaders to use, saving them time and making their delivery experience more enjoyable
- Engineers the highest quality of programme delivery possible
- Ensures reasonable adjustment and accessibility is considered throughout programme planning
- Engineers methods for young people to shape their Scouting experience in ways that are appropriate for their age

The end point

This work has already started, and we are looking for a replacement Sponsor (detailed role description attached), to start as soon as possible. The Programme and its strategic direction is due to be reviewed in August 2020.

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 460,000 young people aged 6-18 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 160,000 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 160,000 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 830 new sections in areas of deprivation.
- We offer over 200 activities from abseiling and coding to drama and water-zorbing.
- Over a quarter of UK Scouting's membership is female.
- There are currently 58,000 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 640,000 Scouts now take part in the UK and 50 million 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 2023 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 strategic plan are available [on our website](#).

By 2023 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.



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

Our key policies

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

Child Protection

Vetting

Equal Opportunities

Religion

Safety

Privacy and Data Protection

These policies are fully explained on [our website](#).

Programme Planning

To help do this work, we have two projects that each focus on different areas. Both projects work together to deliver the Programme goals in a consistent way, and include:

1. Digital Programme Planning

The project aims to ensure more young people receive impactful participation opportunities in Scouting programmes, that are planned in a more efficient, balanced, holistic and inclusive way, making use of a digital programme tool that saves time and improves the delivery experience of adult volunteers and Young Leaders. The strategic plan *Skills for Life* includes the intention to make programme planning easier and increase the likelihood of an impactful programme being delivered (as per our Theory of Change) leading to Top Awards, through the use of digital planning tools and an “off the shelf” programme for each section.

2. Community Impact

Also known as “A Million Hands”, this initiative is designed to support leaders to move from low impact to high quality community impact projects that help young people identify, plan and take action on an issue they choose. The project brings together subject matter expert charity partners with expertise in youth social action to co-design “off the shelf” programme resources and pre-organised local opportunities to support leaders deliver the Community Impact Staged Activity Badge. By designing quality products that engineer the highest quality of programme delivery possible, we will increase the volume and quality of social action taken in Scouting, to the benefit both of our young people and the wider community.

The role

Role description – Programme Sponsor

The Scouts Association is a promoter of equality and so we encourage applicants from all backgrounds, including those from ethnic minority groups or people with disabilities.

An effective Programme Sponsor ensures the successful delivery of programmes and projects, this include the appropriate change management required to ensure that the expected benefits to the movement are being realised. The role specifically includes:

- Being jointly responsible with the Senior Responsible Owner (SRO), a HQ staff member, for the Programme of Work and delivering the approved outcomes and benefits.
- Working with the SRO to agree the membership of the Programme Board.
- Representing the interests and involvement of our youth and adult members.
- Promoting and maintaining focus on realising the benefits to be derived from delivering the programme and its projects.
- Ensuring effective implementation of the change management required for achieving the Programme's outcomes and benefits. In essence, ensuring that the movement adopt whatever deliverables are created.
- Identifying and monitoring any risks in relation to the movement adopting the delivered services and products and subsequently realising the desired benefits.
- By advocating for the Programme, ensuring that the appropriate members in the movement are sufficiently engaged in the delivery of the Programme, especially line management volunteers.

The Programme Sponsor is the interface with the movement. Fundamentally, Sponsors represent the movement's interests and ensure that what is being developed delivers the expected benefits and value to the movement. Sponsors are not necessarily technical experts, but communicate member's needs and build strong relationships, working well with others. Sponsors are not expected to work on the day to day management of the programme or its projects, as The Scouts has an assigned Project Manager to do this.

Experience

We are looking for someone to join us as the Sponsor who has experience or skills (either from inside of Scouting or externally) in relation to the following;

Essential:

- Interested, excited and knowledgeable in non-formal education for 10 – 14 year olds, in a Scouting or non-Scouting context

Desirable:

- Experience of transformational change in a large volunteer organisation or an organisation with a multi-site structure
- Interested, excited and knowledgeable of how digital transformation can support local community activity
- Experience of moving from change projects to business as usual

Essential skills

In addition to the experience above, successful applicants also need to have:

Communication skills:	The ability to: <ul style="list-style-type: none">• communicate effectively, both orally and in writing• participate in discussions• interact via e- mail• produce written content (working with others) and read documents• speak and present publicly in a clear, articulate and motivating way• the ability to effectively chair meetings would also be an advantage
Practical experience:	<ul style="list-style-type: none">• Knowledge of Scouting• Implementing transformation strategic change• have the ability to use technology, especially regular email access, to carry out a range of tasks (confident in Microsoft Word, Excel and PowerPoint)
Knowledge:	<ul style="list-style-type: none">• The knowledge necessary to perform effectively in the role, as described in section above. This knowledge may have come from studies, trainings and/or lived experience.
Team working:	The ability to: <ul style="list-style-type: none">• work in a team• listen to other team members• find compromise and consensus in discussions• accept and value the opinions of others• work in partnership with staff and volunteers across the Headquarters team
Self-motivation:	<ul style="list-style-type: none">• Be very motivated to contribute to the success of the implementation of the new strategy and be willing to bring in his/her own ideas and creativity.
Personal Qualities:	<ul style="list-style-type: none">• Be approachable at all reasonable times• have commitment to the Scouts Fundamentals and Values• have the ability to quickly assimilate a broad overall knowledge of Scouting's policies and structures

Time commitment:

The time commitment that this role requires includes:

- attendance at weekend meetings throughout the year around the UK, but primarily at Gilwell Park (approximately four per year) - reasonable travel costs will be reimbursed
- additionally, there will be a requirement of 4 hours per month to manage administration (email, skype & telephone calls primarily) - we estimate around 4-6 conference calls/skype calls per year

Terms of appointment:

- The Sponsor role will be reviewed in August 2020 based on the strategic direction of the Programme at that point.
- This is a voluntary role and as such is unremunerated, however, reasonable expenses in line with the Association's Expenses Policy will be paid.
- In common with all national appointments, successful candidates, following the national vetting process, may be asked to undertake some training.

How to apply

The recruitment process

We are recruiting for these roles via an application and interview process. The search group will consist of (but not limited to) the following;

- Liam Burns, Chief Programme Officer and Senior Responsible Owner for the programme
- A member of the Portfolio Management Group
- The Project Manager for the programme

Please fill in the application form at the back of this pack, and return it to Rikki.Chahal@scouts.org.uk no later than Sunday 8th December. Please make sure that you read the experience section (pages 7 and 8) and make it clear in your application which specific skills or experiences you have, as well as how you meet the wider role requirements.

As part of the vetting arrangements, The Scout Association will undertake a Personal Enquiry which involves a check made against records at Headquarters for all adult volunteers and for certain roles a Criminal Record Disclosure Check. In cases of concern after the vetting checks, individual candidates will be informed and only cleared candidates will be able to proceed further.

Key dates

- The closing date for applications and nominations is **Sunday 8th December**.
- Shortlisting will take place by **Friday 13th December**.
- Interviews will take place in person, on Skype or by phone (depending on availability) between **Monday 16th and Friday 20th December**.
- Successful applicants are requested to **start the role in January 2020** when we will provide you with a half day Induction at Gilwell Park.
- If you are successful in securing the role, the first meeting of the Programme Board will be all day on **Saturday 14th March 2020** at Gilwell Park.
- If possible, please ensure that you are available for these date when applying.

Further information

If you would like any further information about the application process or the Sponsor role, or would like an informal conversation before applying, please contact Liam Burns, the Senior Responsible Owner for this Programme, by email at Liam.Burns@scouts.org.uk or by calling 07960 854526.

PoW01: Programme Planning, Programme Board Member – Sponsor

Application Form

Privacy Statement: This form is used to collect information about you for the purpose of volunteer recruitment; this is to be used by The Scouts Headquarters. As part of this form we collect personal data about you, this detail is required so that we can identify you and carry out internal Vetting processes. We do not share your personal data provided in this forms with any third parties outside of The Scouts. We take your personal data privacy seriously. The data you provide to us is securely stored on secure online storage. For further detail please visit our Data Protection Policy [here](#). We will keep the data we capture from this form for only as long as necessary. For further detail on our retention periods please visit our Data Retention Policy [here](#).

As part of the vetting arrangements, The Scout Association will undertake a Personal Enquiry which involves a check made against records at Headquarters for all adult volunteers and for certain roles a Criminal Record Disclosure check. In cases of concern after the vetting checks, individual candidates will be informed and only cleared candidates will be able to proceed further.

Do you consent to The Scout Association processing your data as described, including a Personal Enquiry for Vetting purposes?

- Yes, I consent
- No, I do not consent

Your Name:	
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Address:	
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Telephone:	Daytime	Evening

Email:	
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Membership number:	
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Please explain why you believe you are suitable for the role, including relevant professional and voluntary experience from inside or outside of Scouting:

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Please describe the relevant skills and experience that you have for this role (please refer to the information in the **recruitment pack** and address the items listed in there):

Please outline the reason(s) why you felt motivated to complete this application:

This form should be returned to Rikki.Chahal@scouts.org.uk no later than Sunday 8th December.