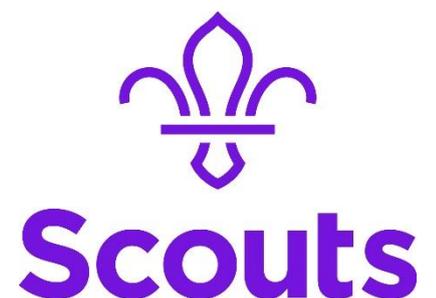




Volunteer Head of Governance

Applicant Information Pack



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About us

Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 6 to 25 year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world

#SkillForLife

What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community based Group, 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 award winning 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

The Scouts is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

Our strategy

A new strategic plan for Scouting across the UK is currently underway and secures strategic direction through to 2023. Team UK (the team of commissioners that leads Scouting across the UK) plays a key part in leading the delivery of this strategy. More details on the work towards our new plan are available at www.scouts.org.uk/ourplan

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



Further information on our strategic objectives are provided on our website at www.scouts.org.uk/ourplan

Scouting's fundamentals

Our mission

Scouting exists 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. We act with integrity; we are honest, trustworthy and loyal.

Respect. We have self-respect and respect for others.

Care. We support others and take care of the world in which we live.

Belief. We explore our faiths, beliefs and attitudes.

Co-operation. We make a positive difference; we cooperate with others and make friends.

Our methods

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

enjoy what they are doing and have fun; take part in activities indoors and outdoors; learn by doing; share in spiritual reflection; take responsibility and make choices; undertake new and challenging activities; and make and live by their Promise.

Further information on our fundamentals, including details of our values, are provided on our website at <http://scouts.org.uk/about-us/key-policies/fundamentals-of-scouting/>

Scouting's key policies

In common with all members in Scouting, the Volunteer Head of Governance is required to promote and follow our key policies. The policies cover:

Child Protection

The Scout Association acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.



Equal Opportunities

The Scout Association is part of a worldwide educational youth movement. The values, which underpin and inspire its work are embodied in the Scout Promise and Law and in the Purpose of the Association.

Within this framework, the Association is committed to equality of opportunity for all young people.

Religion

The Scout Movement includes Members of many different faiths and religions as well as those with no formal religion. The following policy has received the approval of the heads of the leading religious bodies in the United Kingdom.

Safety

It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.

The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

Data

The Scout Association's commitment to protecting privacy and data protection has been adopted as a key policy for Scouting. This key policy underpins both this Data Protection Policy and other associated policies used by The Scout Association, local Scouting and its membership. It is important to note that as Data Controllers, local Scout Groups, Districts, Counties/Areas/Regions and Countries are directly responsible for any personal data they process and must therefore ensure that they are aware of their responsibilities under the law.

Development policy

Subject to the Rules governing age ranges and mixed membership the Scout Movement is open to all young people of whatever background.

The Scout Association recognises, however, that access to Scouting is not equally available to all groups and communities across society as a whole.

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

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

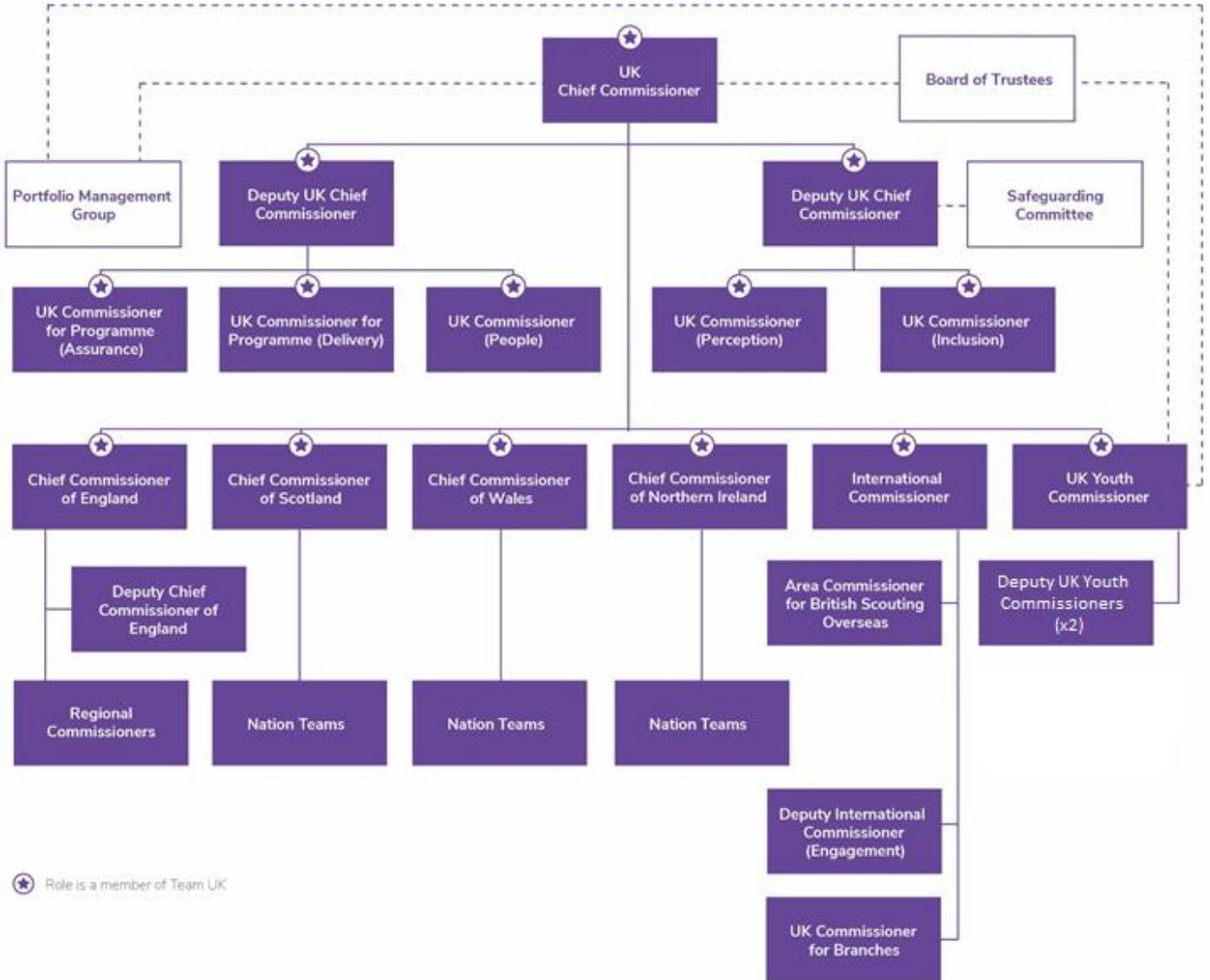
Our vision By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.	
Our mission Scouting actively engages and supports 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 <ul style="list-style-type: none"> • 50k more young people • 10k more Section Leaders • 5k more Young Leaders 	Inclusivity <ul style="list-style-type: none"> • The demographic of adult volunteers reflects society • In 500 more areas of deprivation
Youth Shaped <ul style="list-style-type: none"> • 250k young people shape their Scouting each year • 50% young people achieve top awards 	Community Impact <ul style="list-style-type: none"> • 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.
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Team UK structure

Delivering the 2018 to 2023 Strategy



The role

Overview of the role of Volunteer Head of Governance

The Volunteer Head of Governance is a key role. You will be supporting the UK Commissioner for People and their team to lead the governance support work, by making sure that all individual charities that make up The Scout Association in the UK are well governed, with correct governance processes and procedures in place at all levels of Scouting. To support Group, District and County executive committees understand and uphold their responsibilities, supported with appropriate, good quality, resources and training programmes. To ensure members and governance structures are supported as the committees appoint young members, and are representative of the communities they serve. To make sure effective executive committees are in place across the Association providing a strong base for Groups, Districts and Counties to grow and develop, considering the wider needs of The Scout Association and its strategy. To support the continued improvement and development of The Scout Association governance.

Role description

- Volunteer line manager:** The UK Commissioner for People (appointed via the Headquarters Appointments Committee)
- Main internal contacts:** Team UK, Chief Operating Officer and other member of the Senior Management Team, Programme Boards, Regional Commissioners of England, the appropriate Commissioner/Advisers in the Scottish, Welsh and Northern Ireland Headquarter teams, The Scouts Trustee Board Chair and Deputy, Chair of Operations Committee, Headquarters staff including the Member Support, Governance and Strategy Delivery teams
- Other contacts:** Girguiding, NCVO, charity regulators, European Scout Region Programme volunteers and staff, World Scout Bureau Programme volunteers and staff, other relevant UK based agencies
- Key tasks:**
- Provide leadership and co-ordination of the UK volunteer strategy for those who are involved in governance in Scouting
 - Using multiple modern methods, to share governance best practise with the Counties, Districts and Groups
 - Be the subject matter expert on the Governance Programme of Work 9 and align work with the rest of the People Team
 - Cultural change support of belief changes in local scouting Executive Committee's and Trustees – encourage to be diverse, youth shaped, inclusive and compliant
 - Set up the Governance Support Hub and make sure that the Governance Support Hub works to clear and agreed plans based on the People Support strategy within the strategic objectives of the Scouts.
 - To motivate, lead and manage an effective team of volunteers to support the role
 - Contribute as a member of the UK Commissioner for People team meetings, and other national meetings as required
 - Participate in national policy developments across the range of Scouts activities
 - Ensure the implementation of policies agreed by the Trustee Board and its

Committees for those who are involved in Governance in Scouting

- Meet with the relevant staff support to review operational matters
- Manage the “Trustees in Scouting Facebook Page” and progress a replacement engagement tool. Create an engaged community sharing best practise
- Keep updated with key changes in the law and updates within Charity governance sector

Time commitment:

On average, 12 weekends (or part weekends) per year, travel across the UK. In addition, eight to ten hours a week to manage emails and telephone calls. Two or three days per year, mid-week, may be required to meet with external organisations.

Terms of appointment:

The appointment is for an initial term of 3 years (subject to annual review with the UK Commissioner for People), with the potential for re-appointment for a further period.

This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with the Scouts’ Expenses Policy will be paid.

In common with all national appointments, the successful candidate will be assigned a Training Adviser and will undertake a manager Wood Badge.

The applicant must become a member of the Scouts including successful conclusion of our vetting process and making the Promise.

Person specification

Anyone over 18 years of age are eligible to apply for this role.

Skills and abilities:

- lead and manage people at a distance and in a voluntary environment
- contribute to strategy development and identify practical actions to achieve strategic objectives
- inspire and motivate individuals
- communicate effectively, orally and in writing
- speak and present publicly in a clear, articulate and motivating way
- effectively chair meetings
- listen to others and counsel when necessary
- be assertive and cope with challenging situations
- use technology, especially mobile email, to carry out a range of tasks – confident in Microsoft Word and to work in Excel and PowerPoint
- quickly assimilate a broad overall knowledge of the Scouts’ policies and structures
- Undertake the appropriate adult training requirements
- Work in partnership with staff members across the Headquarters team

Knowledge and experience:

- Previous experience of the effective management and leadership of volunteers

- Previous experience of strategic management in a professional or voluntary capacity
- Previous experience of managing adults across a wide geographical area and from various personal backgrounds
- Previous experience in formatting proposals for consideration by a senior Committee and articulating points at those meetings

Personal qualities:

- Approachable at all reasonable times
- Self-motivated
- Flexible approach
- Resourceful, energetic and enthusiastic about the role
- Commitment to The Scout Association's Fundamentals
- Sufficient time available for the role, including mid-week and weekend engagements, sometimes including extensive travel
- No envisaged barriers to obtaining enhanced disclosure

Induction and training for the role

In common with all national appointments, the successful candidate will be assigned a Headquarters Training Adviser and is expected to undertake a Wood Badge appropriate to this role, as part of our manager and supporter training scheme.

Induction for this role will be delivered through meetings with the UK Commissioner for People and a 1 day onsite induction with key UK Headquarters staff at Gilwell Park in Chingford, London.

Key Contacts

UK Commissioner for People

The UK Commissioner for People Leads the development and delivery of a comprehensive People strategy for volunteers in Scouting with a focus on increasing the number of adults involved in UK Scouting and the support for those adults, considering the wider needs of The Scout Association and its long-term vision and strategic objectives.

Areas include governance, the volunteer journey and training.

To advise Team UK and the Operations Committee on the development of the people strategy. This requires working closely with the UK Commissioner for Programme Development and UK Commissioner for Programme Delivery.

Implement the provision of direct support for adult support issues to the Movement including a Human Resources focus on relevant items. Supporting the implementation of the strategic initiatives via the Programmes of work.

Member Support Officer (Volunteering)

The Member Support Team is part of the UK Headquarters staff team and support members on a wide range of areas such as Adult Training, Appointments, Executive Committee support, Programme and Activities. The Member Support Officer (Volunteering) collaborates with the Volunteer Head of Governance on projects and the Executive Committee non-mandatory training suite. Working together they also help to organise Train the Trainer courses.

Company Secretary

The Company Secretary is part of the UK Headquarters staff team and ensures that the organisation has robust and effective governance in place which complies with statutory requirements and good practice in relation to company and charity law and charity governance.

Chair of the Board of Trustees

The Chair forms part of the key relationship between the Board of Trustees, Chief Executive and UK Chief Commissioner and provides leadership to the Board of Trustees to ensure the effective governance of the organisation.

Chair of Operations Committee

The Chair of the Operations Committee provides leadership of the team responsible for; the fundamentals of scouting, maintaining and monitoring the implementation of the Board of Trustees' Vision and Strategy for scouting, maintaining operational aspects of scouting, and the remits of the Awards Advisory Group, Scout Grants Committee and others.

Next steps and how to apply

The process of making an application for the role is undertaken by way of completing the attached application form. Once this form is submitted to adult.support@scouts.org.uk, the application will be reviewed by the interview panel for suitability. Upon review a decision on whether to progress the application to interview will be made and the applicant will be notified.

The interview panel for this role will be chaired by Amir Cheema, UK Commissioner for People and supported by Owen Ward, Member Support Officer (Volunteering).

The interview panel for this role is keen to receive applications from a wide range of individuals who have the skills and experience to undertake the role.

When completing the form please provide as much relevant information as possible about your skills and experience, as this will assist the interview panel in considering who may be best suited for the role. Please refer to the role description and person specification to help the interview panel understand how the applicant meets the requirements of the role. It may be helpful to include experiences outside of Scouting that are relevant to the role such as in professional or other volunteer capacities.

Further information

If you require any further information about the role, or indeed would like an informal discussion about it, please contact Amir Cheema via adult.support@scouts.org.uk.

Application deadline

Completed nominations should be made using the online form at scouts.org.uk/about-us/volunteering-vacancies by 9am on Monday 6 January 2020.

Interviews for shortlisted candidates

Sunday 26 January 2020, location to be confirmed.

Application form

When completed, please return this form to the Member Support Team at UK Headquarters at adult.support@scouts.org.uk.

Privacy Statement: This form is used to collect information about you for the purpose of volunteer recruitment, this is to be used by the Member Support Team and volunteers who make up the recruitment panel. As part of this form we collect personal data about you, this detail is required so that we can identify you. 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](#).

Role Title	Volunteer Head of Governance
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SECTION A – PERSONAL DETAILS

Name		Membership number	
Address			
		Postcode	
Daytime Phone Number	Evening Phone Number	Mobile Phone Number	
Email Address			

SECTION B – RELEVANT QUALIFICATIONS

How do you believe you meet the person specification? Please try to cover all points, outlining how you meet each of them.

SECTION C – PERSONAL STATEMENT

Please explain why you would like to become the Volunteer Head of Governance.