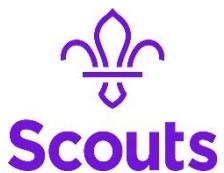




# Development Team Assistant – Avon

## Applicant Information Pack



Proudly supporting  
youth social action  
**#iwill**

Department for  
Digital, Culture  
Media & Sport



**Pears**  
Foundation



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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**

# The role

<b>Responsible to:</b>	Development Team Lead Officer
<b>Department:</b>	Strategy Delivery (Volunteering). Operations and Transformation
<b>Base Location:</b>	Home worker, covering the Bristol area
<b>Term:</b>	Fixed Term Contract for 12 months
<b>Salary:</b>	£17,077 per annum pro rata Band A, Level 3 £5,855 per annum exact
<b>Hours:</b>	Part-time - Average 12 hours per week
<b>DBS:</b>	Enhanced

## Core purpose

The purpose of the role is to support and deliver the creation of more Scouting places in every community across the project area as part of a development team.

The role will be a fundamental part of taking Scouting to new and under represented communities and will involve working directly with both adults and young people to run and support youth provision.

The role will focus on your personal development with an induction and training programme building your skills in the following areas: communication skills, project planning and organisation, presenting and training delivery, working with young people, working in a team, creative thinking and problem solving methods as well as core employment skills such as time management, CV writing, First aid and IT.

Because of the nature of the role you will need to be self motivated and able to work remotely from home with a regular daytime and evening work out in communities supporting them to create Scouting provision.

# Key tasks

With the Development Team Lead Officer and District Commissioner

- Support the opening of Scout sections in new communities.
- Ensure the good and safe running of the youth sections in accordance with POR responding to the current needs of the Group.
- Work together to ensure problems and challenges are overcome.
- Welcoming and induct new adults and young people to Scouting.

Be part of a Development Team to:

- Undertaking events to attract young people such as school assemblies.
- Promoting Scouting through different mediums in the area where the new section is opening.
- Supporting and running open evenings and taster sessions for adults and young people.
- Recruiting adults and converting parents into volunteers.
- Mentoring and inducting new adults in partnership with the Appointments Advisory Committee and Training Team.
- Assisting groups to write and implement programme plans.
- Running the new section alongside the new adults for a period of time, enabling sustainability following 'handover'.
- Any other duties as may reasonably be required by the Pears Project Manager.



## 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

You will be motivated with a determination to make things happen. Passionate about Scouting Values and bringing positive activites to new communities. Possess a high level of communication skills to build effective relationships with a wide range of people including; young people, potential adult volunteers, existing volunteers, community representatives. Have a willingness and potential to learn and develop from the experience. Be able to work as part of a team but also be motivated enough to work independently of direcet supervision.



## Skills and Abilities

- Work independently of direct supervision (E)
- Able to plan and organise own travel (E)
- Work as part of a team. (E)

## Knowledge and Experience

- Experience of volunteering (D)
- Experience of being part of youth project or group (D)
- Hold a full driving licence (D)

## Values and Personal Qualities

- Possess high level of communication and relationship skills including the ability to talk to large groups of people to ensure effective relationships with a wide range of partners (eg. Local Volunteers, Schools) (D)
- Be enthusiastic and able to enthuse and motivate others. (E)

## Other essential criteria

- Must live in a geographical location to enable effective support to volunteers in the Bristol area. (E)
- Able and willing to work at least two evenings a week and occasional weekends. (E)

# 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

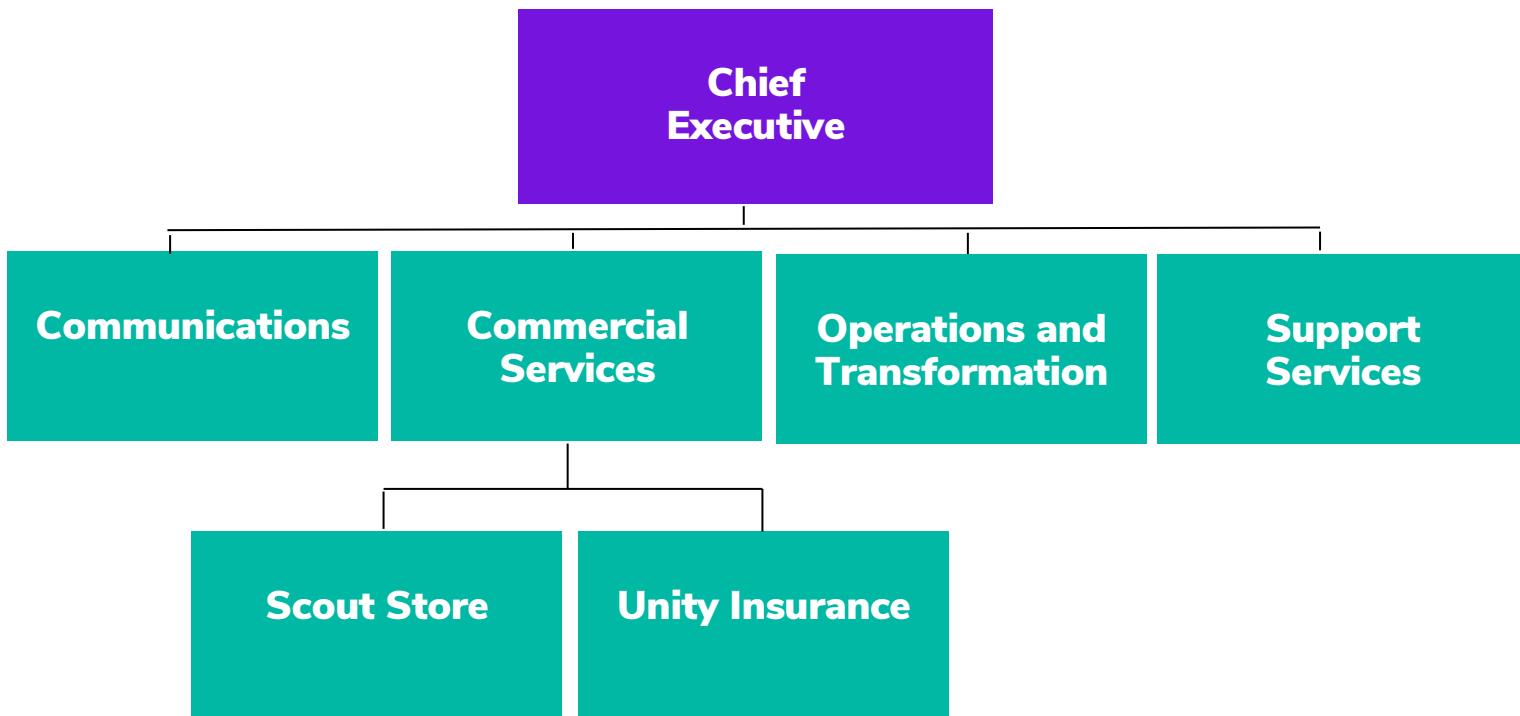
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

#### Perception

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

# Our Structure

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



# 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.

## Looking after your health and wellbeing

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### 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)

## Looking after your future

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### 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 TSA 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

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### Car parking

All sites offer free car parking to employees.

### 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**

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### **Personal Days**

Up to four personal days paid leave a year.

### **Maternity/Paternity Leave**

We pay maternity leave above the statutory minimum requirement.

### **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**

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### **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**

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### **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](http://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 31<sup>st</sup> January 2020**.

If you would like to discuss the role in more detail, please contact Coralie Thompson  
[coralie.thompson@scouts.org.uk](mailto:coralie.thompson@scouts.org.uk) or 07904632790.

