

**We need
people
who are
great with
people.**



Applicant Information Pack

Head of Safety



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Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

Carl Hankinson, UK Chief Volunteer



Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levy Roots (third from left) with our Scouts at 10 Downing Street, London UK

You'll be helping change young people's lives. But what else is there for you?

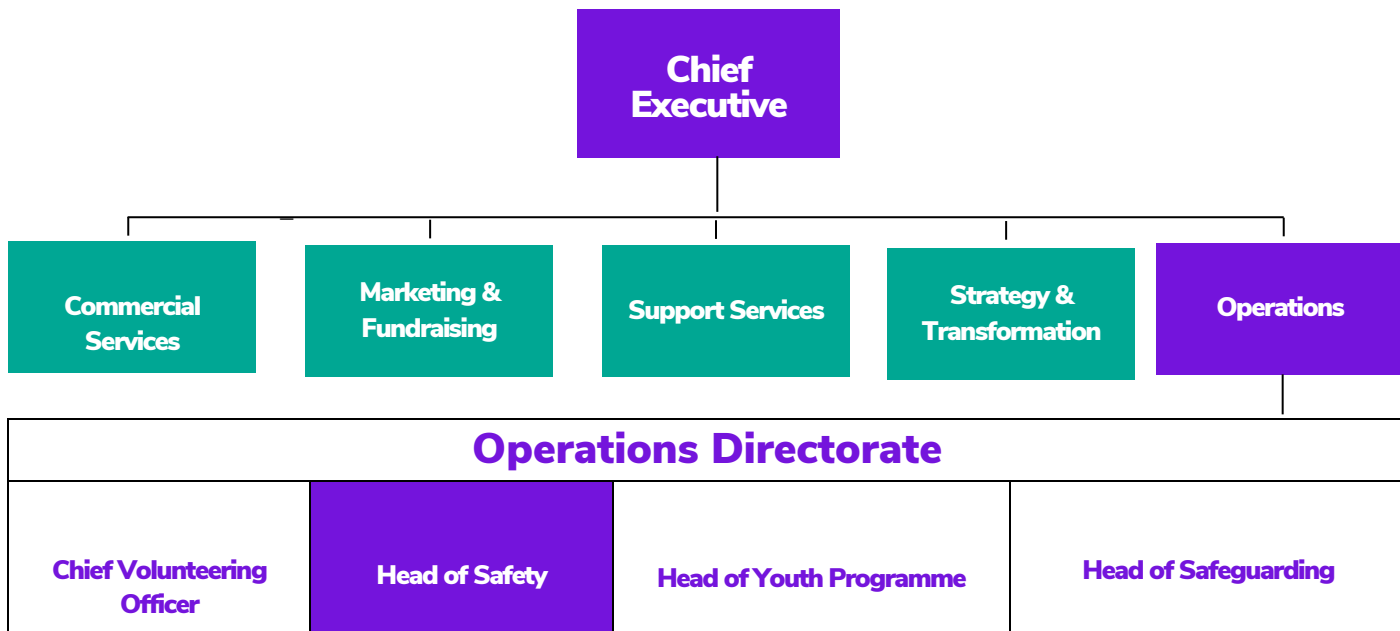
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years (and we don't insist you go camping)
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working

Want to know more?

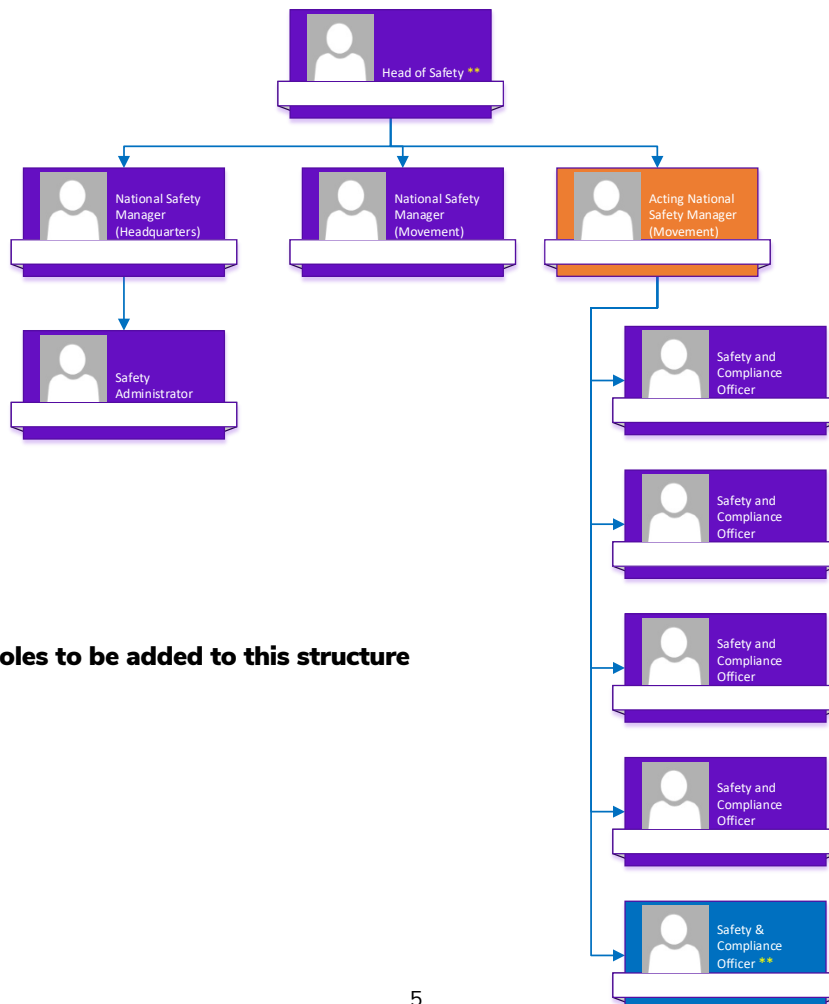
Check out our [benefits page](#)

How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



Safety Team Structure



With an additional 8 roles to be added to this structure

Safety at Scouts

By its very nature, scouting is adventurous and challenging and that's how we want it to be – but, alongside that, nothing is more important than keeping young people safe. So the Safety team's mission is to do exactly that.

Based at the Scouts' HQ in Gilwell Park (but with a high degree of flexible and hybrid working), the Safety team, currently comprises of 9 staff but a recent review of future needs has led to a decision to significantly enhance this with at least 8 further Safety Officers. So the incoming Head of Safety will have the opportunity to shape and develop a larger team to enhance the work already being undertaken in respect of policy development, advice and services to the thousands of adult scout leaders operating across the UK. Recognising that scouting is delivered and, crucially, is led, by volunteers who give up their time to help young people gain skills for life, it's quite a challenge to provide safety policies, guidance on assessing risk and practical training which work effectively 'on the ground'.

So it is a perfect time to join the service, and really make your mark. Our previous Head of Safety has moved on to pastures new and the role is being undertaken by an experienced interim so you would be able to come in and have a big influence on the continued improvements we need to make, leading our future developments in the delivery of Safety across the organisation and throughout the scouting movement.

As a senior member of the Operations Directorate, you'll work especially closely with other colleagues, most particularly with the Head of Safeguarding since the two services have clear synergies and also with the Chief Volunteering Officer in respect of the growth and operational targets.

At the Scouts you will find our whole staff and volunteer team is exceptionally strongly committed to what the Scouts is aiming to achieve and to its values. We pride ourselves on being a great employer, we've been assessed as meeting the gold standard of the Investors of People accreditation. Our culture is one of collaboration and support and staff are encouraged to work in a highly flexible way, bearing in mind that scouting takes place out of normal office hours. So, in return for your expertise and energy in this role, you will work with great colleagues and be encouraged to learn and develop, including attending our new bespoke 'Brilliant Leaders' programme.



Matthew Killick
Executive Director of Operations

About the role

Responsible to:	Executive Director of Operations
Department:	Safe Scouting
Base Location:	Gilwell Park, Chingford, London with UK travel and flexibility
Role supports hybrid working:	Yes – click here for further details
Term:	Permanent
Salary:	£75,000 per annum
Hours:	35 hours per week
Line Management Responsibility:	National Safety Manager HQ National Safety Manager
Internal Relationships:	Board of Trustees, Senior Volunteers, Executive Leadership Team, Operations and Transformation Collegues
External Relationships:	External providers ROSPA, HSE, Primary Authoiry, Various governing bodies.
DBS:	Basic

What's expected?

The purpose of this role is to lead the Scouts' safety function in respect of both its employed staff, volunteers and young people and continue to develop and further embed formal strategies to improve safety in scouting. The role will drive a strong safety culture throughout the movement by ensuring good national policies, providing high quality advice and training and influencing senior volunteers to implement these at all levels across the organisation.

The design, implementation and utilisation of a quality assurance framework across scouting and staff activities, identifying where improvements are required and implement the necessary change arising will be key to this role.

The post-holder will ensure that the Scouts is up to date with relevant good safety practice in relation to employment, volunteering and scouts' activities and that this informs its policies, advirsopry and support services and QA mechanisms. The role will assist the Executive Director of Operations in servicing the Scouts' Safety and HQ Health & Safety Committees ensuring quality reporting and specialist advice is provided to make the Committees highly effective.

Key accountabilities

- As a senior member of the Operations Directorate contributing to the wider strategic and operational plans within Operations
- Contribute to the wider Leadership Forum influencing and contributing to organisational strategy and programmes of work
- Lead the safety function for the Scouts to drive the right culture and practice throughout all scouting activities and within the HQ operations
- Working closely with senior volunteers, further embedding our safety strategy for scouting, based on analysis of need across the organisation and monitor its effectiveness
- Proactively develop appropriate rules, policies and guidance relating to the safe provision of Scouting and maintain these in line with best safety practice
- Assist in the establishment and implementation of updated safety standards and an effective quality assurance framework for safety in relation to staff, volunteers and young people
- Prepare reports for the Safety and Health & Safety Committees and other relevant forums on matters of safety
- Represent the Scouts externally on matters of safety, including liaison with families, courts and external regulatory bodies
- Ensure that all significant and critical incidents are appropriately managed, identify learning to support future prevention and that the learning is implemented
- Provide a high quality advisory service to the movement and to the Scouts' managers on safety matters, including an out of hours' service
- Ensure the availability of quality management information to be used to inform safety practice and lead to improvement in safety in scouting
- Manage delegated budgets
- Any other duties as reasonably requested commensurate with the general level of responsibility of the job

About you

Skills and abilities

- Extensive knowledge of safety law, regulation and good practice in a relevant industry
- Extensive knowledge of safety law, regulation and practice in employment
- Knowledge of the work of national safety regulatory and training bodies
- High level interpersonal skills
- Excellent communication skills, both written and oral
- Ability to motivate and lead a team effectively
- High level influencing skills

Knowledge, experience and qualifications

- Chartered Member of Institution of Occupational Health (CMIOSH) or equivalent
- Educated to diploma level or equivalent
- Extensive senior level professional experience in safety management in a relevant industry
- Experience of implementing safety policies and good practice for volunteers
- Extensive experience of managing a staff health and safety function
- Experience of designing and using quality assurance systems to support improvements in safety
- Experience of designing safety policy and good practice and ensuring these are delivered on the ground
- Experience of managing a team

Personal qualities

- Commitment to the values of the Scouts
- Drive to get things done
- High level of integrity
- Flexible and pragmatic
- Willing and able to work some weekends and evenings as required, including UK travel and nights away from home

How to apply

Irwin and Colton are acting as an employment agency advisor to the Scouts on this appointment. For further information about the role, including details about how to apply, please visit www.irwinandcolton.com. For an informal conversation, please telephone or email Matthew Cathcart at Irwin and Colton – 01923 432 636 or matthew.cathcart@irwinandcolton.com

Applications should be received by noon on **11:59pm on Wednesday 17th May 2024** and final interviews will be held on 29th May at the Scouts' HQ, Gilwell Park.

To help us monitor the application of our Equality, Diversity & Inclusion Policy, we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.