

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



# **Applicant Information Pack Governance Administrator**



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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

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Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi 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?

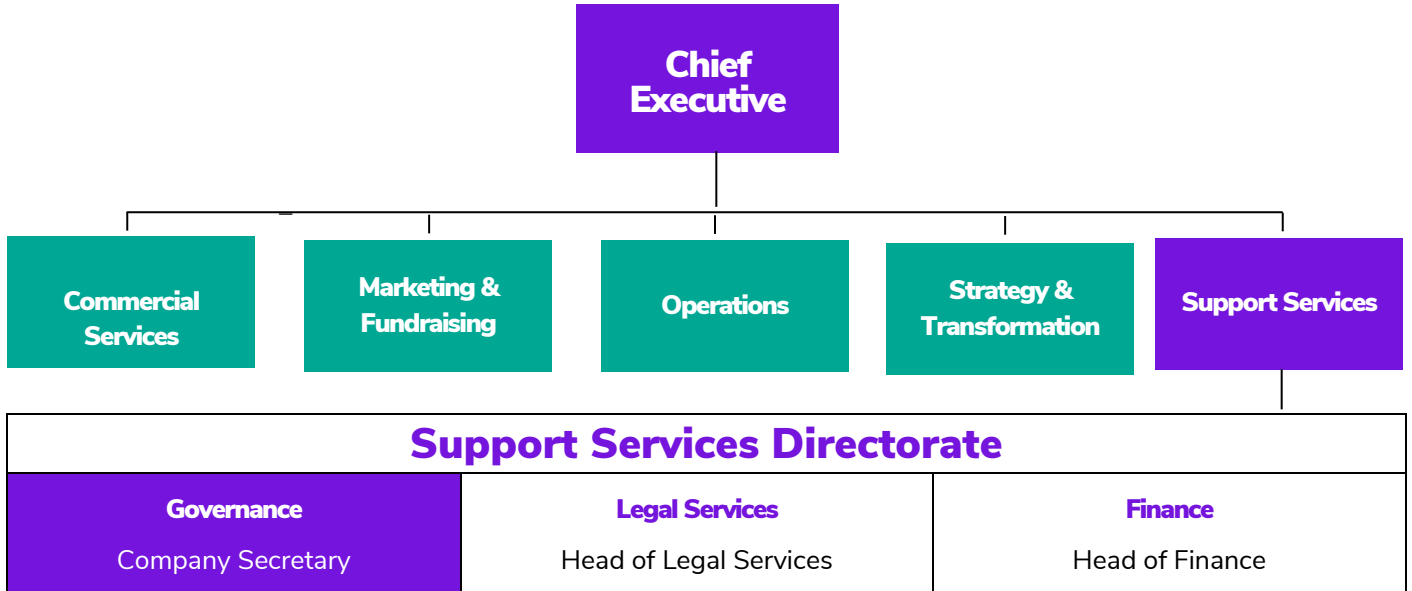
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays, then increasing again to 32 days after two years (and we don't 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?

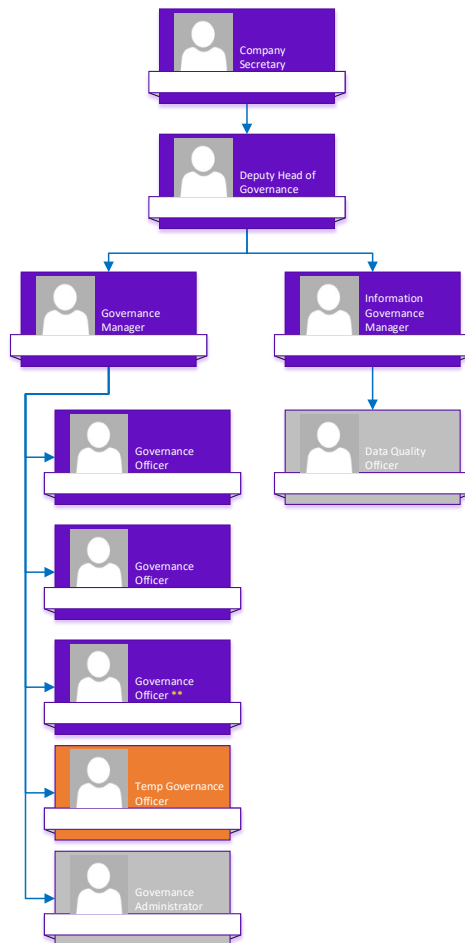
Check out our [benefits page](#)

# How we're structured

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



## Governance Team Structure



# We're the Governance Team.

## We're doing well, but you can help us do better.

Governance in a charity is a critical aspect that ensures the organisation operates effectively, ethically, and in alignment with its mission. Unlike for-profit entities, charities are driven by a commitment to public good, making robust governance essential for maintaining trust and achieving impactful outcomes.

Our team is a close-knit group that values mutual support and collaboration. Despite the demanding workload, we maintain a positive and enjoyable work environment. We believe that a balance of hard work and camaraderie is essential for achieving our goals and sustaining team morale!

Additionally, you will gain an in-depth understanding of how the charity operates at the most senior level, providing a unique perspective on leadership and decision-making within the organisation.

We are seeking a collaborative administrator to be the cornerstone of our team. This role is pivotal in ensuring the smooth operation of our activities and supporting our mission-driven work. You will provide essential administrative support, facilitate effective communication, and help maintain our positive team dynamics.

We look forward to receiving your application.

Lisa McDonald  
Governance Manager



# About the role

<b>Responsible to:</b>	Governance Manager
<b>Department:</b>	Support Services
<b>Base Location:</b>	Gilwell Park, Chingford
<b>Role supports hybrid working:</b>	Yes – <a href="#">click here</a> for further details
<b>Term:</b>	Permanent
<b>Salary:</b>	£27,445 per annum, Band C, Level 3 (Inclusive of outer London Weighting)
<b>Hours:</b>	35 Hours per week
<b>Internal Relationships:</b>	Staff across the organisation specifically but not limited to: Governance Team, staff within support services, HQ volunteers, Leadership Forum
<b>External Relationships:</b>	External providers of services, external contacts
<b>DBS:</b>	Basic

## What's expected?

To provide professional and confidential administrative support to the Governance Team.

You will need to be a team player who is willing and able to provide their support to a busy, small, friendly team with a varied group of customers, all with differing needs.

Your work approach will need to be flexible and adaptable, as your day could include preparing papers for a meeting, taking notes, processing an invoice, making a booking with an external venue or checking a database for information and liaising with our customers, staff and volunteers.

## Key accountabilities

- Assist the Governance Team with administrative support to ensure that the key stakeholders receive a high-quality service.
- Facilitation of Board and Committee meetings (Responsible for room bookings, catering arrangements, support with paper presentation, accommodation etc).

- Typing, printing and collating papers and documents for meetings – including induction packs.
- Administration tasks relating to the Board's secure portal, Convene, including the building of meeting agendas and collation/distribution of papers.
- To review the email inboxes daily, handling and responding to the varied queries and requests that come in a timely manner.
- Arranging meetings when directed.
- Assisting with diary management.
- Administer accounts/invoices on IPOS and Webexpenses
- Administer processes for certain national events and occasions.
- Use Microsoft Office applications to prepare, write and send correspondence.
- Maintaining online systems and keeping governance records upto date.
- Maintaining lists of actions and decisions made by governance committees.
- Liaising with heritage team to ensure accurate and timely filing of governance paperwork.
- General administrative tasks including photocopying, collection of inward mail, arranging despatch of signed mail, maintaining correspondence and filing.
- Note taking at internal meetings as required.
- Any other duties as requested by the Governance Manager.

## About you

### Skills and abilities

- Planning and organisation skills
- Ability to multi-task and manage competing priorities
- Understanding of and ability to maintain confidentiality
- Good oral and written communication skills
- Ability to manage and coordinate electronic records systems
- Ability to work as a team member
- Able to communicate effectively and professionally with people at all levels in the organisation.
- Able to develop effective working relationships across the Association
- Able to prioritise workload to meet deadlines.
- Able to work independently with minimum supervision on occasion.
- Competent with MS Office (Excel spreadsheets, databases, Word and especially Outlook and SharePoint).

### Knowledge, experience and qualifications

- Education sufficient to carry out the role successfully
- Understanding and interest in work of the organisation
- Experience of working in an administrative role
- Strong attention to detail and ability to quality check work
- Experience of using Microsoft Office to an advanced level



## Values and Personal qualities

- Commitment to the values of the Scouts
- Ability to work effectively and co-operatively with others
- Able to use own initiative
- Excellent Communicator
- Team player who is willing and able to support others in the team
- Friendly and considerate of the needs of the team's customers
- Self-starter with a 'can-do' attitude and the ability to work flexibly as part of a dynamic and fast-paced team.
- Organised and discreet when dealing with sensitive and confidential information.
- Ability to communicate both orally and in writing in an effective and professional manner whilst projecting a positive image of the organisation.
- Composure under pressure

## Other essential criteria

- Meets agreed performance standards and focuses on success.
- Understands own behaviour and the impact on others at work.
- Willing to be adaptable, flexible and supportive to the team's needs.

## How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via our website <https://www.scouts.org.uk/about-us/jobs/> by **11:59pm on Friday 20<sup>th</sup> September 2024**.

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.

Telephone Interviews will be held on Thursday 26<sup>th</sup> September 2024.

Interviews will be held on week commencing 30<sup>th</sup> September 2024.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact [recruitment@scouts.org.uk](mailto:recruitment@scouts.org.uk) to set up a call or virtual meeting.

