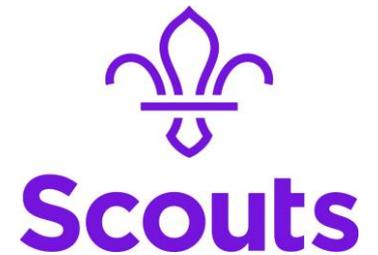




Growth & Development Officer

South

Applicant Information Pack



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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

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

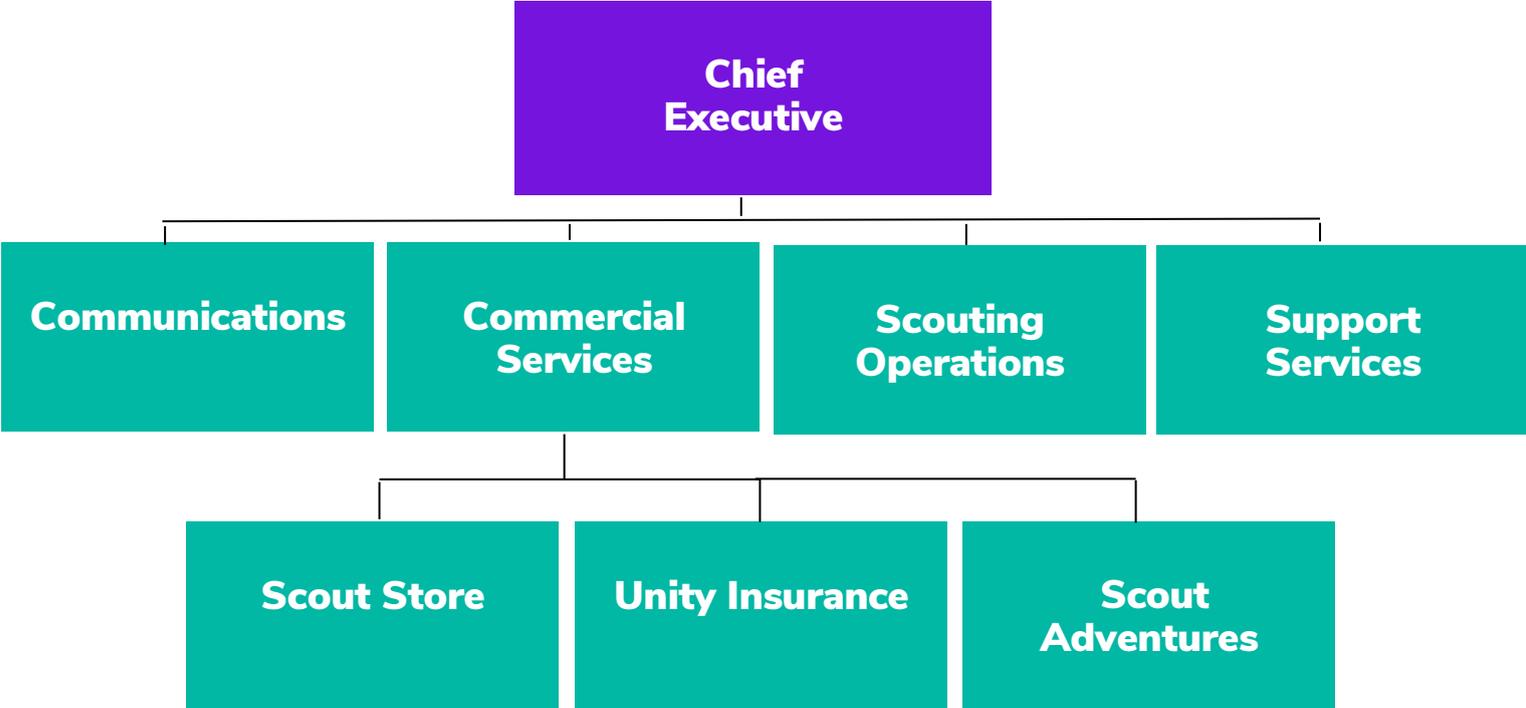
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

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



The role

Responsible to:	Senior Growth and Development Officer
Department:	Scouting Operations
Base Location:	Home worker covering the South of England
Term:	Permanent contract
Salary:	£27,500 per annum Including Company Vehicle or allowance
Hours:	35 hours per week
Line Management Responsibility:	None
Budgetary responsibility:	Responsible for operating within agreed income/expenditure budgets.
External Relationships:	External bodies and agencies. Representatives of Regional and local organisations concerned with youth work, development, local and faith communities.
Internal Relationships:	All Association staff. English Chief Commissioners, Regional Commissioners, County Commissioners, District Commissioners and Group Scout Leaders.
DBS:	Enhanced DBS check required

Core purpose

The purpose of the job is to support, instigate and deliver focussed growth projects and plans across the Region as agreed by the Senior Growth and Development Officer. Also to initially provide high quality and proactive support to prepare key line managers (specifically Group Scout Leaders and District Commissioners) to undertake their roles effectively and thereafter throughout their term of appointment.

Key tasks

- Support and work in partnership with District Commissioners, Group Scout Leaders and other volunteers to achieve organisational growth.
- Open new scouting units in line with the project plan, and using local knowledge, contribute to the ongoing development of the project plan as needed.
- Enable and motivate local Scouting to devise, apply and refresh focussed, sustainable growth plans in existing and new provision (in line with the Association's agreed Growth Strategy and using the agreed workbank model).
- Advise and support local Scouting upon the retention and recruitment of adult volunteers.
- Undertake and/or support the induction of District Commissioners (and Group Scout Leaders where appropriate).
- Advise, support and encourage Scouting to engage with communities currently under-represented in Scouting and provide Scouting for them.
- Help develop and deliver training, events and activities within and outside the Region(s), designed to support Scouting and promote local growth and development.
- Help identify, create and design new tools and resources to support growth and development across the Region(s) and more widely.
- Liaise with other staff from Scouting Operations and across headquarters, particularly concerning development and volunteering issues.
- Represent Headquarters and its Departments in the Region(s) and in Counties.
- Administer and maintain an effective home based office and budget.
- Any other duties as may reasonably be required by the National Regional Services 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 TSA'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 TSA'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 TSA's Equal Opportunities Statement and all related policies.

The person

We are looking for

We are looking for someone to join our friendly team to work in the South Area of England, ideally centrally located in the area to most effectively assist with our current project load. If you are enthusiastic and have passion for delivering excellent customer service with the ability to self motivate you will excel in this role. Our ideal candidate will have excellent communication skills and enjoy working with people. You will thrive whilst managing a diverse workload and reaching targets.



Skills and Abilities

- Work independently of direct supervision.
- Work as part of a team.
- Provide own administrative support.
- Be an effective trainer.
- Be committed to the fundamentals and values of Scouting.
- Be enthusiastic and able to enthuse others.
- Be a self starter.
- Able to operate from home based office accepting the constraints this places on personal/family life.

- Live in a geographical location to enable effective management of projects and liaison with volunteers in the relevant Region.
- Able and willing to work frequent evenings and weekends.
- Able and willing to travel extensively, including spending frequent nights away from home.
- Willing and able to be a Member of the Scout Movement.

Knowledge and Experience

- An understanding of most, if not all of the following issues: rural communities, urban communities, minority ethnic communities, schools, local authority youth and community service, partnership projects.
- Member of The Scout Association or The Guide Association as an adult.
- Experience of working with volunteer groups outside Scouting.

Essential skills & experience

- Possess high level of relationship skills to ensure effective relationships with a wide range of people from young people, to Chief, Regional, County and District Commissioners to leaders of faith communities and external bodies.
- Manage a diverse workload and reach targets that are set within deadlines.
- Advise on project planning and development issues.

Values and personal qualities

Values and Personal Qualities (including Our Approach)

- Want to ensure responsive and genuine engagement with internal and external stakeholders.
- Good communicator.
- Willing and able to be a Member of the Scout Movement.
- Able to operate from home based office with regard to acceptance of constraints this places on personal/family life.
- Live in a geographical location to enable effective management of staff and liaison with volunteers in the relevant Region.
- Able to work evenings and weekends with significant travel across your designated region and the UK.

Other essential criteria

- Hold a full driving licence.

Competency Framework

Competency Framework: Level 4

Team Working: Builds rapport with others

Effective Communication: Displays a positive, proactive, balanced attitude

Getting Things Done: Strives for continued improvement

Customer/Member Care and Support: Adds value

Leadership, Management and Self Management: Demonstrates a positive attitude in the workplace

Skills and Experience: Has a good level of understanding/experience of the technical competency and is able to apply it with little or no guidance

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.
- **London Weighting:** In addition to a competitive salary we also provide London weighting to staff if located inner/outer London.

Looking after your health and wellbeing

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)

Food and drink

Subsidised lunch is provided to all employees when they are working at Gilwell Park between Monday and Friday and free beverages are available at all sites.

Looking after your future

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

Car parking

All TSA sites offer free car parking to employees.

[Minibus Service \(Gilwell Park\)](#)

A minibus service is provided which collects colleagues at 08:20, 08:35, 08:50 from Chingford Station. This service also drops colleagues off to the same location at 16:30, 16:45, 17:00 and 17:15.

[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

[Personal Days](#)

Up to four personal days paid leave a year.

[Maternity/Paternity Leave](#)

We pay maternity leave above the statutory minimum requirement.

[Childcare Vouchers](#)

This scheme is a form of salary sacrifice, enabling employees to purchase childcare vouchers.

[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

[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

[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.

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 Form on the jobs page.

If you are unable to use email, please post your application to:

Human Resources, The Scout Association, Gilwell Park, Chingford, London E4 7QW

The closing date for applications is **12pm Monday 4th February 2019**

The interviews will be held on **Wednesday 13th February 2019 in Swindon, Wiltshire**

If you would to discuss the role in more detail, please contact Stephanie Ovens, Senior Growth & Development Officer on **07496 622994** or the Recruitment Team on **0208 433 7223**

