



Associate Product Manager

Applicant Information Pack



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About us

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost half a million people aged 6-25 the skills they need for school, college, university, the job interview,

the important speech, the tricky challenge and the big dreams: the skills they need for life. At a time when communities are becoming more divided, we bring people together. We encourage our young people to do more, learn more and be more. We're a worldwide movement, creating stronger communities and inspiring positive futures. 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 2025 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.

Skills for Life

Our plan to prepare better futures 2018-2025

Our vision	We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.		
By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.			
Our mission	Our values		
Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.	We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.		
Our goals			
By delivering this plan we will achieve the following goals against our four objectives:			
Growth	Inclusivity	Youth Shaped	Community impact
<ul style="list-style-type: none"> - 50,000 more young people - 10,000 more Section Leaders - 5,000 more Young Leaders 	<ul style="list-style-type: none"> - Our volunteers reflect the demographics of our society - In 500 more areas of deprivation 	<ul style="list-style-type: none"> - 250,000 young people shape their experience at Scouts each year - Half of our young people achieve top awards 	<ul style="list-style-type: none"> - 250,000 young people making a positive impact in their local communities each year - Half of our young people achieve top awards

Our four pillars of work

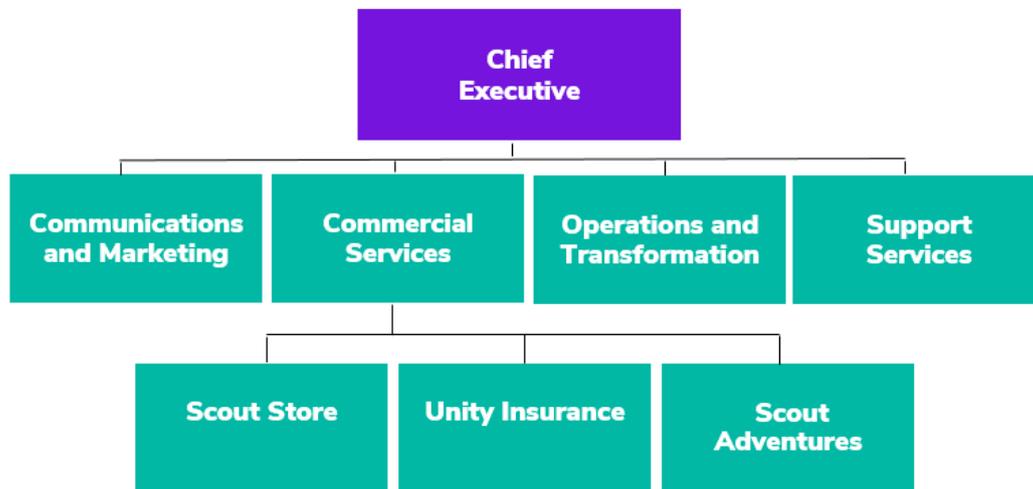
To support the movement to achieve these objectives, we will focus on four pillars of work:

Programme	People	Perception	Protect
A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.	More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.	Scouts is understood, more visible, trusted, respected and widely seen as playing a key role in society today.	Scouting survives COVID-19 and those parts of the movement and communities made vulnerable by the crisis are properly supported.

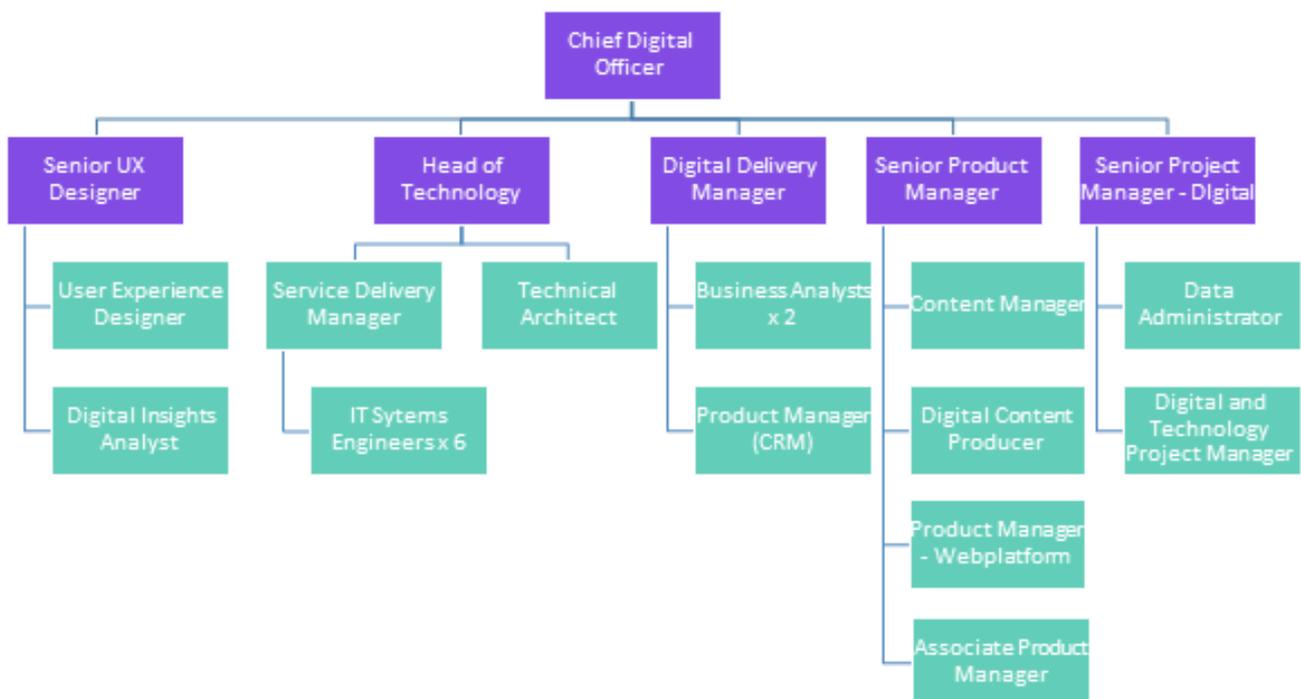
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

The Scouts Structure

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



Team Structure Chart



Job Description – Associate Product Manager

Responsible to:	Senior Product Manager
Department:	Transformation Team
Base Location:	Gilwell Park, Chingford (with home working options)
Term:	Fixed term contract – Until end of March 2023
Salary:	£35,354, Band F, Level 3. (Inclusive OLW allowance)
Hours:	35 Hours per Week
Line Management Responsibility:	Not applicable

Core Purpose

It's an exciting time at The Scouts. Our digital transformation programme is an ambitious part of our Skills for Life strategy which aims to enable Scouts to become a digital first organisation.

We aim to transform the Scouting experience with digital tools and services for our volunteers, staff and young people which are: Easy, Enlightening, Enabling, Engaging, Enjoyable and Efficient.

Our digital principles underline all our work:

- We put people at the heart of everything we do.
- We are bold and open to change.
- We create digital first, responsive and accessible services.
- We use data and insight to drive our decisions.
- We measure, test and learn.
- We engage, collaborate and partner.
- We provide a safe and secure service.
- Our systems are flexible, sustainable and interoperable.

As an Associate Product Manager your key purpose is to support the development of our volunteer experience, working with key teams across the organisation. Spending time listening to users, researching, understanding and identify requirements, translate into user stories and communicate these for implementation.

In this role you will have the opportunity to support the development the product roadmap, prioritisation and facilitate the delivery of the features to ensure they are released on time and are of a high quality. You will work with both internal teams, and external development partners.

This is a unique opportunity to bring your skills, experience and passion for enabling change to a growing and prestigious organisation. The digital transformation you help to deliver will support over half a million young people every week as they gain skills for life through Scouts.

Key Accountabilities

- Work with colleagues and stakeholders to produce business user requirements and functional specifications
- Translate product vision into clear documented user stories and acceptance criteria
- Define product enhancements and product strategies
- Support the build, test, training and deployment processes, making sure that the business requirements are delivered and the solution will be fit for purpose
- Facilitate the prioritisation of user stories based on delivering optimum benefit to the organisation and our members
- Lead colleagues and stakeholder's through the process of defining requirements
- Facilitate and run workshops, build strong relationships and inspire confidence through your ability to understand the business, its problems and its aspirations
- Develop clear requirement specifications, ensuring that all business and systems needs are identified clearly and unambiguously, with detailed consideration for all project and technical dependencies and risks
- Carry out data analysis by identifying sources, gap analysis and requirements for migration and integration to existing systems
- Work with digital team and application developers to ensure user requirements are successfully translated into technical requirements
- Assisting with the estimation of timescales, resources and planning to successfully deliver a project
- Work with other members of the team to provide peer quality assurance of all output
- Any other accountabilities commensurate with the general level of responsibility of the job

Person Specification

Experience

- A track record of working on digital products with demonstrable experience of working on a variety of different delivery projects
 - Experience working with stakeholders and business users to elicit, capture, analyse, refine, communicate and document their requirements
 - Experience of working with a recognised Agile or Iterative development methodology (e.g. Scrum, DSDM)
 - Exposure to digital systems such as CRM, CMS, Mobile Apps and Social Media
 - Experience of a variety of requirements elicitation techniques, (e.g. interviews, questionnaires, user observation, workshops etc.)
 - Experience of analysis of both functional and non-functional requirements
 - Experience of the full project lifecycle and a good understanding of project roles and activities (technical and non-technical) required for successful delivery
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- Experience of Agile documentation including Backlogs, Customer Journeys, Use Cases, User Stories, Acceptance Criteria etc.
- Experience of facilitating Agile ceremonies such as sprint planning, stand ups and retrospectives
- Experience of using data and insights to inform decision making
- Experience of working with wide range of stakeholder audiences

Skills, Abilities & Knowledge

- Strong analytical skills, with the ability to understand, interpret, present and challenge technical and/or complex information to colleagues and stakeholders
- Excellent written, verbal & presentation skills, with the ability to communicate with teams and customers with technical and non-technical backgrounds
- Good facilitation and influencing skills with the ability to work with large groups of customers of varying level of seniority from user to board level
- Aptitude for multi-tasking, working to emerging & tight timelines
- Quality focus and attention to detail
- Able to work effectively and self-sufficiently in a fast-changing working environment
- Coaching and developing our people in agile best practise
- The ability to adhere to recognised project methodologies

Values & Personal Qualities

- A passion for creating solutions with outcomes that meet our users' needs
- A positive attitude to change, with the resilience and flexibility that is needed to deliver transformation
- Ability to create passion and drive momentum in others
- Emotional maturity and awareness to be able to flex your communication style and listening skills to adapt to your audience and to enable you to build strong relationships
- An understanding and commitment to promote equal opportunities, safeguarding and diversity

Education & Qualifications

- Product Management training/qualification (Desirable)
 - Agile, SCRUM or SAFe project management training /qualification (Desirable)
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Benefits

We've got some great benefits

Holiday Entitlement: On top of your generous 25 days annual leave we give you up to three extra days off between Christmas and New Year. And that's not all, holiday goes up to 28 days after 2 years' service and 32 days after 5 years' service (pro rata for part time staff)

Looking after your health and well-being

Simply Health scheme: Optical, dental and many more appointments covered, as well as great gym and family days out discounts.

Sickness absence: Once you're three months in, we have generous sickness pay, above the statutory.

Looking after your future

Pension Scheme: We look after your future. You will have been automatically enrolled into The Scout Association's Group Personal Pension Plan, contributing 3% of your qualifying earnings. The Scouts will contribute double at 6% of your qualifying earnings on auto enrolment. You can increase your contribution at any point and we will double your contribution up to a maximum of 10% of your gross salary.

Looking after your family: Your loved ones will receive four times the basic salary if you pass away while employed by us.

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.

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: You can buy Scout Store merchandise with a discount of 25% on certain items.

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>

You can read more about working at Scouts here: <https://scouts.org.uk/about-us/jobs/working-at-the-scouts/>

We would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form. Our Equal Opportunities policy can be found here: <https://www.scouts.org.uk/por/2-key-policies/equal-opportunities-policy/>

The closing date for applications is Monday 5 July 2021 at 8am

The interviews will be held week commencing Monday 12 July 2021

If you would to discuss the role in more detail, please contact Recruitment@Scouts.org.uk

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/b/form/fecb0158b5c14aada8e07df3884c6e7b>
