



# Development Team Assistant

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,

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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

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## Our Values

Integrity

Respect

Care

Belief

Cooperation

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# 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

<b>Our vision</b>	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.			
<b>Our mission</b>	<b>Our values</b>		
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.		
<b>Our goals</b>			
By delivering this plan we will achieve the following goals against our four objectives:			
<b>Growth</b>	<b>Inclusivity</b>	<b>Youth Shaped</b>	<b>Community impact</b>
<ul style="list-style-type: none"> <li>- 50,000 more young people</li> <li>- 10,000 more Section Leaders</li> <li>- 5,000 more Young Leaders</li> </ul>	<ul style="list-style-type: none"> <li>- Our volunteers reflect the demographics of our society</li> <li>- In 500 more areas of deprivation</li> </ul>	<ul style="list-style-type: none"> <li>- 250,000 young people shape their experience at Scouts each year</li> <li>- Half of our young people achieve top awards</li> </ul>	<ul style="list-style-type: none"> <li>- 250,000 young people making a positive impact in their local communities each year</li> <li>- Half of our young people achieve top awards</li> </ul>

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**Our four pillars of work**

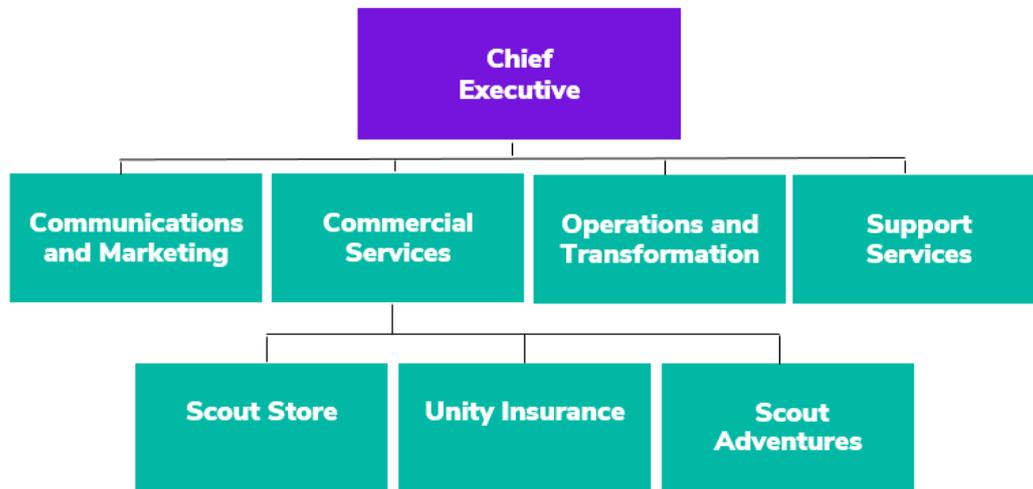
To support the movement to achieve these objectives, we will focus on four pillars of work:

<b>Programme</b>	<b>People</b>	<b>Perception</b>	<b>Protect</b>
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



# Job Description – Development Team Assistant – Harrow District Scouts

Responsible to:	Development Team Lead Officer
Department:	Operations and Transformations directorate
Base Location:	Home Based
Term:	Permanent
Salary:	£6,218, Band A Level 3 (Pro rata)
Hours:	12 hours per week

## Core Purpose

The purpose of the role is to support and deliver increased and sustainable Scouting Provision across Harrow District as part of a team

To attract more volunteers to enable growth within the District by engaging with parents of Beavers, Cubs and Scouts and others within the community. To help deliver the project objectives and targets, working in partnership with the Senior Growth & Development Officer, Harrow District Commissioners, Group Scout Leaders and Leaders to realise agreed sustainable growth targets.

The role will involve working directly with both adults and young people to increase the number of volunteers in Harrow District which in turn will lead to an increase in the numbers of young people who will benefit from Scouting provision in our County.

The induction programme and ongoing support for the role will provide a range of training 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 support with IT knowledge.

Because of the nature of the role a large amount of evening and some weekend working will be a key feature of the role.

## Key Accountabilities

With the Development Team Lead Officer and County Commissioner

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- 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.
- Meet and engage with the parents of existing Beaver, Cub and Scout members at the weekly meetings in Harrow District with a view to attracting new volunteers.
- Support Group events.
- Welcoming new adults and young people to Scouting.

#### Be part of a Development Team to:

- Undertaking events to attract volunteers and young people such as school assemblies, fetes, local open days etc.
- Promoting Scouting through different mediums in the area to increase numbers in a Group section.
- 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.
- Helping to run a section alongside the new adults for a period of time, enabling sustainability.
- Any other duties as may reasonably be required by the Senior Growth & Development Officer.

## Person Specification

### Experience

- Hold a full driving licence (E)
- Possess high level of relationship skills to ensure effective relationships with a wide range of stakeholders (eg. Local Volunteers, external organisations) (HD)
- Engage and build a rapport with 6-18 year olds (HD)

### Skills, Abilities & Knowledge

- Work independently of direct supervision. (E)
- Work as part of a team. (E)
- Provide own administrative support. (E)
- Be an effective Presenter and facilitator. (D)
- Member of The Scouts as an adult. (D)
- Experience of working with volunteer groups outside Scouting. (D)

### Values & Personal Qualities

- Be enthusiastic and able to enthuse others. (E)
  - Be committed to the fundamentals and values of Scouting. Including being willing and able to be a Member of the Scouts. (E)
  - Adapts communication style appropriately, to accomplish tasks or activities more effectively. (HD)
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## Other Essential Criteria

- Must live in a geographical location to enable effective support to volunteers in Harrow District. (E)
- Able to operate from a home-based office, accepting the constraints this places on personal/family life. (E)
- Able and willing to work frequent evenings and weekends. (E)

## 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.

**Wellbeing walks:** Scheduled once a month at Gilwell Park, this a great chance to take an hour out of work to walk in the beautiful countryside with colleagues, taking in the fresh air.

### 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.

### Getting to and from work

**Car parking:** Parking is free at all our sites.

**Minibus Service:** When working at Gilwell Park, a minibus can collect you at various times from Chingford Station and drop you back at various times.

### 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

**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/>

Closing date for applications is 23:59 on 29 June 2021.

Interviews will be held week commencing 05 July 2021.

If you would to discuss the role in more detail, please contact [Recruitment@Scouts.org.uk](mailto:Recruitment@Scouts.org.uk)

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/b/form/d6a78c4b995e45c395d80a93c8b87588>

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