



Programme Design Officer

Fixed Term Contract Until March 2023.

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.



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
By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering 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
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

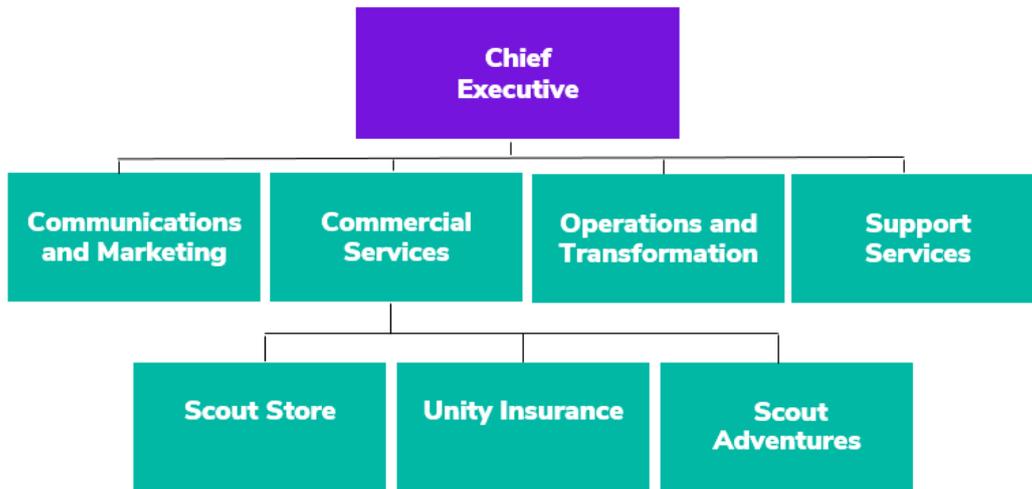
Our four pillars of work
To support the movement to achieve these objectives, we will focus on four pillars of work:

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.

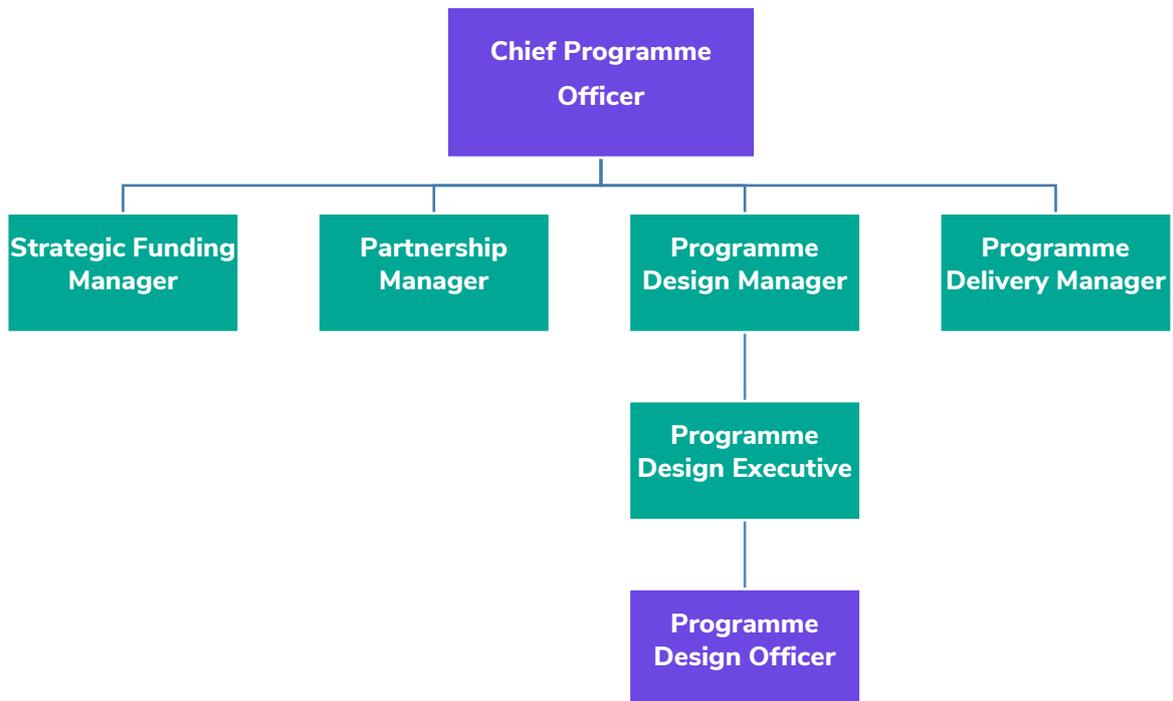
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

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 – Programme Design Officer

Responsible to:	Programme Design Executive
Department:	Operations and Transformation
Base location:	Gilwell Park and Remote Working
Term:	Fixed Term Contract Until March 2023
Salary:	£29,948 per annum (Band E, Level 3 – inclusive of Outer London Weighting)
Hours:	35 per week
Competency framework:	Level 4
Line management responsibility:	none
Budgetary responsibility:	none
Internal relationships:	UK Head of Curriculum, UK Curriculum Advisors, UK Commissioner Programme (Delivery), UK Commissioner Programme (Assurance) teams, UK Section Advisors, UK Programme Support Team, Nations colleagues, and wider Association staff and volunteers*
External relationships:	External companies, organisations and specialists (depending on specific work areas) at Officer/Executive level (as required)*

Core Purpose

It's an exciting time at Scouts. You will be part of a creative and collaborative team, working with volunteers and young people to create fun, practical programme ideas that develop skills for life. We use the expertise in our own team – and in others – to make sure that the Scout programme, activities and badges are inclusive, accessible, relevant, engaging and leaders feel confident in delivering it.

We want to support leaders to plan the best programme for their young people, so that they have the best chance at developing:

- Skills for life,
- Adventure,
- Connectedness,
- Leadership,
- Wellbeing,
- and Citizenship.

We do this by developing the programme in new ways, and also how to encourage leaders to engage with our website and digital activity finder. We take pride in working in a flexible way, sharing current ideas and testing new ones – not just on what we do, but how we do it. We are keen to learn from different backgrounds and learn together on new experiences, and we are looking forward to seeing what we can learn from you!

Key Accountabilities

- Create (sometimes with other people) age-appropriate, resources for the Scout programme, which develops young people according to our Theory of Change.
- Contribute to finding digital solutions to make it easier for volunteers to plan a high-quality Scout programme
- Collaborate with the team to find ways to understand how volunteers use our resources, and how successful they are.
- Collaborate with other teams to make sure programme resources are safe, inclusive, on-brand, well-promoted and encourage volunteers to use our resources on the website.
- Establish relationships with external experts (such as other charities, youth or educational organisations) in areas relevant to our Theory of Change.
- Contribute to relationships with our external funders and partners to collaborate on programme resources.
- Contribute to researching, creating and testing new ideas in delivering activities to young people.
- Help prioritise work by thinking about what volunteers and young people need, what does the organisation need, and show the results of how effective the work is.
- Play an active part in contributing to the success of the Programme Team as a whole, both in terms of tasks and helping colleagues to be at their best.

Person Specification

Experience

- Experience of creating activities for young people, of diverse backgrounds, preferably on a regional or national level. This doesn't have to be Scouts, and we are interested in experience from other areas of youth work.
- Experience of delivering activities in the youth sector, preferably to young people of Black, Asian and other minority ethnic backgrounds, or in underserved areas or with different learning needs. Interested in experiences overseas
- Experience of researching, consulting with people of different backgrounds, and collaborating on ideas with others
- Experience of working with agile methodologies (or any other collaborative, flexible, creative ways)

Skills, Abilities & Knowledge

- Can write activities for young people that develop specific skills to be delivered in a non-formal setting by volunteers.
- Can collaborate with volunteers, young people, and staff of different backgrounds to create resources.
- Can develop relationships with internal staff, external companies or partners, and subject specific organisations to create resources.

- Can find a way to understand a goal, and work alone or with others, to create resources in line with our values and mission, and on time.
- Can create ways to collect and use feedback (e.g. speaking to people or online tools) to monitor use, and continuously adapt and improve resources for our volunteers and young people.
- Can independently keep learning in relevant topics and share with others.
- Can work in a digital-first way: using collaborative online tools, writing for digital platforms and appropriate handling of data.
- Can give and receive constructive criticism with empathy and support.

Values & Personal Qualities

- Passionate about creating activity resources that will give young people skills for life.
- Enjoys working in a creative environment that values flexibility, relationships, diversity and fun, and willing to go the extra mile when needed.
- Takes pride in creating high quality work within time structures.
- Willing to contribute to a vibrant and supportive team culture, taking responsibility to help others be at their best.
- Believes in empowering and collaborating with volunteers and young people, and values that working relationship.

*The above lists are provided for guidance only and are not a full list of all the contacts you would be expected to work with.

We accept applicants with gaps in their CVs, with overseas experience, and those with refugee status or indefinite leave to remain.

We are a creative team and are keen to welcome diversity of background, experience, and skills.

Benefits

We've got some great benefits

Holiday Entitlement: On top of your generous 25 days holiday 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. This is 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

Generous 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

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 for this position is Monday 9 August 2021, with interviews taking place on Tuesday 17 August 2021. Due to the volume of applications it is not possible to make contact with all applicants.

If you would to discuss this exciting role in more detail, please email recruitment@scouts.org.uk.

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/b/form/8b36c1da2d6540b0936adcc612c7623b>