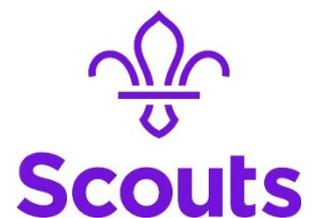


**We need  
people  
who are  
great with  
people.**



# **Applicant Information Pack Growth & Development Officer**



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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 Commissioner



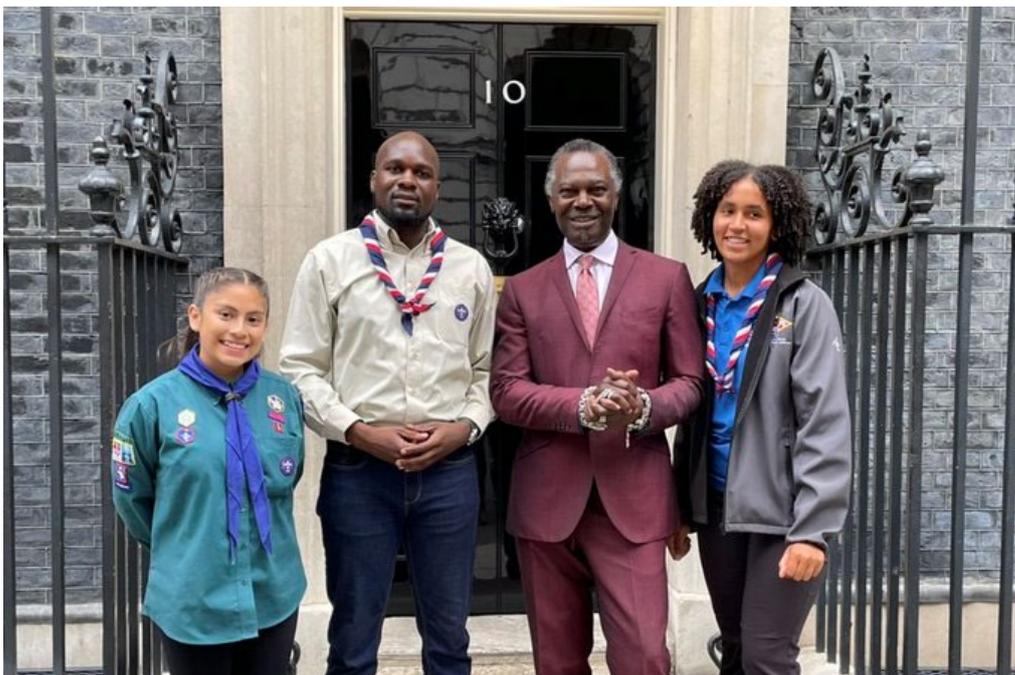
Matt Hyde, Chief Executive

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**'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'**

**Carl Hankinson, UK Chief Commissioner**

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

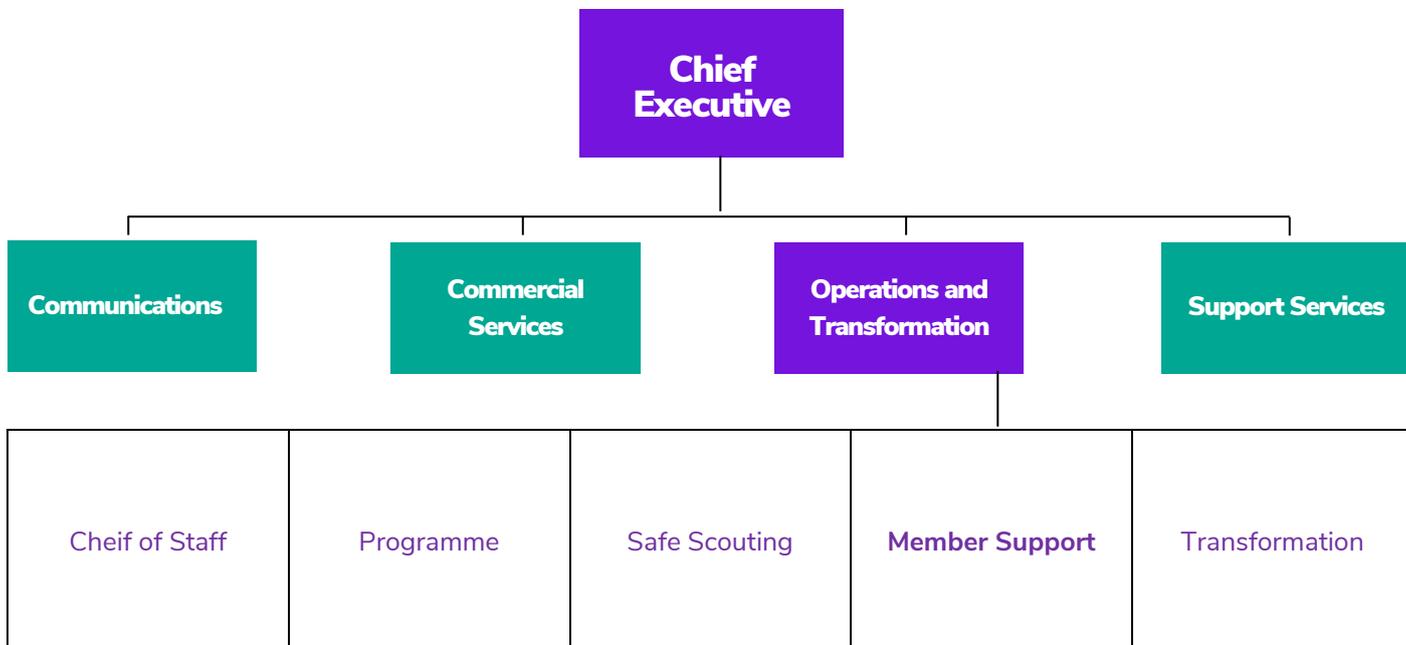
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32 days after five 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 – this'll be opening soon

## Want to know more?

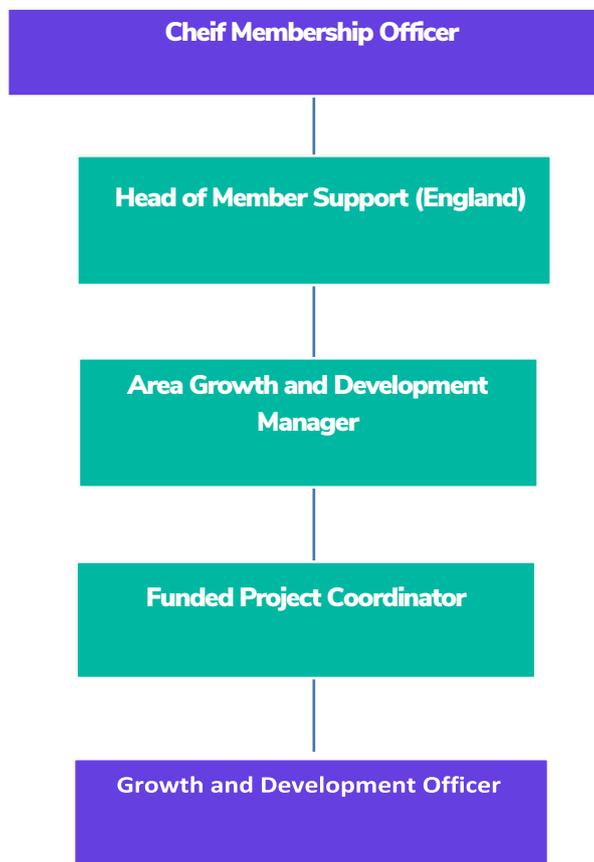
Check out our [benefits page](#)

# How we're structured

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



## Regional Services Team Structure:



# We're the Regional Services Team.

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

As a Growth and Development Officer, you'll join our Regional Services Team, working alongside colleagues in the Midlands.

We're really excited about the opportunity to support scouting in the City of Nottingham in this new role. We have all the tools and resources to support you to make a difference in other people's lives by supporting the delivery of Skills For Life, and can't wait to continue growing and developing scouting in Nottingham.

We're looking for someone who is enthusiastic about scouting and the positive difference it can make to the lives of young people and adults. You'll need to be able to manage your own workload and be a self starter, and be able to develop collaborative partnerships with local volunteers and communities. You'll be confident in engaging with people and delivering activity sessions and training courses, as well as utilising online platforms to engage with communities and volunteers.

Vicky Burrows and James Sills (Funded Project Coordinators)



# About the role

<b>Responsible to:</b>	Funded Project Coordinator (Midlands)
<b>Department:</b>	Strategy Delivery (Volunteering), Operations and Transformation
<b>Base Location:</b>	Home based, working within <a href="#">City of Nottingham District</a>
<b>Term:</b>	Fixed term for 24 months
<b>Salary:</b>	£29,326 Band E, Level 3
<b>Hours:</b>	35 hours per week
<b>Line Management Responsibility:</b>	n/a
<b>Internal Relationships:</b>	Regional Services Team, Member Support and HQ departments as needed
<b>External Relationships:</b>	City of Nottingham District Scouts and Groups within the District
<b>DBS:</b>	Enhanced

## What's expected?

We're expecting you to:

- Instigate, support, and deliver focused growth projects and plans across the City of Nottingham district, in order to deliver project objectives and targets.
- Work in partnership with District Commissioner, District Chair, Project Working Group and Funded Project Coordinator to realise agreed sustainable growth targets.
- Ensure that monitoring and progress reports are provided to the Funded Project Coordinator and Project Working Group.
- Support Scouting volunteers to develop and grow Scouting, including delivering volunteer recruitment training, supporting new and existing volunteers, providing scouting activities in school holidays, and building community links.

# Key accountabilities

- Support and work in partnership with District Commissioner, District Chair, Group Scout Leaders and other volunteers to achieve organisational growth.
- Open new provision in line with the project plan, and using local knowledge, contributing to the ongoing development of the project plan as needed and to ensure that Scouting is accessible to all.
- Enable and motivate local Scouting to devise, apply and refresh sustainable growth plans in existing and new provisions (in line with the Association's agreed Growth Strategy; using the agreed work bank model).
- Advise and support local Scouting upon the retention and recruitment of adult volunteers.
- Help develop and deliver face to face and online training, events and activities, designed to support Scouting and promote local growth and development.
- Design, plan and deliver school holiday activities and sessions with volunteers, to provide Scouting for young people during school holidays.
- Help identify, create and design new tools and resources to support growth and development.
- Liaise with other staff from across headquarters, particularly concerning development and volunteering issues.
- Represent Headquarters and its Departments in the Region(s) and Counties.
- Any other duties as may reasonably be required.

## About you

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 be a good listener with excellent communication, project management and reflective skills, and the ability to work alone and in collaboration with others.

You will thrive whilst managing a diverse workload and reaching targets. Key to success is an ability to engage and communicate effectively, develop collaborative partnerships with our volunteers and the ability to oversee projects through to delivery and evaluation.

## Skills and abilities

- Work as part of a team.
- Provide own administrative support.
- Be committed to the fundamentals and values of Scouting.
- Be enthusiastic and able to enthuse others.
- Be able to work independently and be able to identify and develop new opportunities for volunteer engagement.

## Knowledge, experience and qualifications

- Experience of working with volunteer groups.
- Experienced in community engagement and demonstrate an understanding of best practice when recruiting and supporting volunteers.
- Understanding of volunteer engagement, with evidence of working with diverse communities.
- Confident at public speaking and skilled at presenting ideas and information to internal and external

stakeholders, both digitally and face to face.

- Be competent in using digital platforms such as Zoom and Teams and be able to organise and facilitate workshops and events to a variety of stakeholders.

## Personal qualities

- Highly motivated self starter with an ability to work remotely.
- Good communicator.
- Able to operate from home based office with regard to acceptance of constraints this places on personal/family life.

## Other essential criteria

- Hold a full driving licence and have access to a car for work purposes.
- Live in a geographical location to enable effective liaison with volunteers and activity delivery.
- Able and willing to work evenings and weekends, with some nights away and travel.
- Willing and able to be a Member of the Scout Movement.

# How to apply

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

Please submit an application via the Smartsheet link on [our jobs page](#) by 11:59pm on Sunday 29<sup>th</sup> May 2022.

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.

[Interviews will be held on Saturday 11<sup>th</sup> June 2022.](#)

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 Victoria Burrows ([victoria.burrows@scouts.org.uk](mailto:victoria.burrows@scouts.org.uk)) or James Sills ([james.sills@scouts.org.uk](mailto:james.sills@scouts.org.uk)) to set up a call or virtual meeting.

