



Lead Instructor

(Live in job - Youlbury)

Applicant Information Pack



About us	3
Our strategic plan	4
Our structure	6
The role	7
The benefits	9
How to apply	10





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	We say what we mean and when we make a promise, we keep it.
Respect	We listen to others, explore our differences and work to find common ground.
Care	Scouts are friends to all and think of others before themselves.
Belief	We believe passionately in improving the lives and life chances of young people and helping them explore and develop their beliefs and attitudes.
Cooperation	Scouting is about teamwork. We believe that when we work together we achieve more than we can on our own.

Our key policies

All members follow our key policies. The policies cover:

- Child Protection
- Religion
- Equal Opportunities
- Safety

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>

Did you know?

- 9 out of 10 parents think their children would benefit from learning skills for life
- 83% of parents think Scouts helps young people develop skills for life
- 9 out of 10 UK adults think Scouts develop empathy
- 9 out of 10 UK adults think Scouts develop active listening skills 11 of the 12 people to walk on the moon were Scouts.
- Scouts have stood on the summit of Everest and at the South Pole.
- Scouts are public spirited – all our leaders are volunteers and nearly half (47%) volunteer outside of Scouts too.
- Over 160,000 adult volunteers in Scouting learn new skills, make new friends and make a positive impact in their communities.
- We offer over 200 activities from abseiling and coding to drama and water-zorbing.
- Over a quarter of UK Scouting's membership is female.

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. When many young people are struggling to find purpose and belonging, Scouts helps them develop skills, confidence and a sense of hope. We inspire positive futures and help young people find their place in the world by developing the character, employability and practical skills they need to succeed.



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. 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 460,000 young people aged 6-18 (including the highest number of girls in our history) get the best possible start in life.

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 2018-2023

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	People	Perception
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.	Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

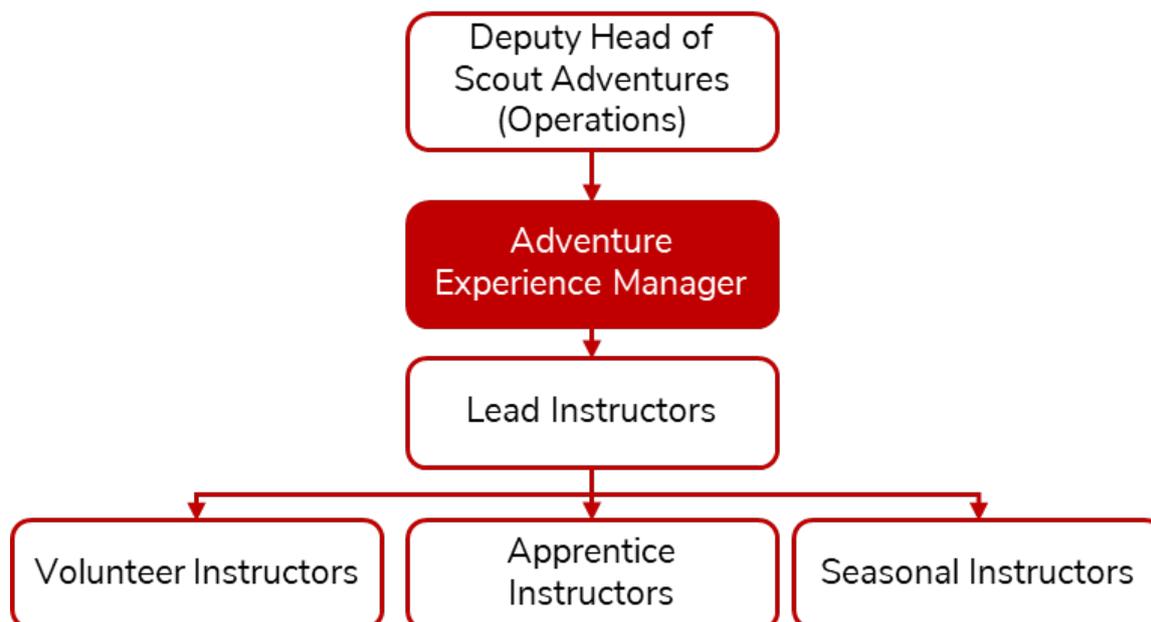
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

Our Structure

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



The Team Structure



Job Description – Lead Instructor, Scout Adventures

Role description

Responsible to:	Adventure Experience Manager
Department:	Scout Adventures
Base Location:	Live in Role, Youlbury
Term:	Permanent
Salary:	£23,090 per annum, Band C, Level 3
Hours:	40
Line Management Responsibility:	Volunteers, Seasonal and Apprentice Instructors.

Core Purpose

As we rebuild centre teams to help deliver a busy future we need Lead Instructors to inspire, coach and teach our instructors to work with thousands of young people each year in the art of adventure. Learning by doing is at the heart of Scouting and that's exactly what you'll be helping young people and your team to do.

Lead Instructors are responsible for ensuring the smooth operation of our centres – line managing teams of instructors, delivering training, monitoring performance and safety, and working as the Duty Manager on a weekly rota.

We believe that the ability to lead, inspire and organise others is the most important skill a Lead instructor can have. If you are a natural leader, if you're great at planning, and if you are already an experienced instructor who has worked with a range of groups and activities then this is the role for you.

The first 6 months of this role will be an induction period –you will split your time between training, shadowing the existing senior team, and delivering adventures to groups. In this period you will regularly need to travel and spend several days away from your home centre to attend and deliver training courses.

Key Accountabilities

- Coaching, mentoring and pastoral supervision of the instructing team.
- Maintaining accurate records of staff training, assessment and competency, equipment and activity facilities, operating procedures and risk assessments.
- Assisting with the creation of group programmes and staff timetables.
- Ensuring relevant checks, processes and paperwork are maintained to meet external and internal accreditation standards - including management of equipment and PPE.
- Delivering adventurous activity, and training to internal and external clients.
- Monitoring the safety and quality of activity sessions.
- Working as a Duty Manager being the first point of contact for the daily operation of the centre on a rota basis; including managing the site team and any service crews, providing an 'on call' service during out of hours times for guests on centre, and support with first aid and safeguarding.
- Assisting other staff, including taking bookings, checking in/out groups and liaising with guests.
- As a youth focused organisation, applicants agree to comply at all times with the safeguarding rules including vetting and Basic/Enhanced DBS checks.

Person specification

We are looking for

We're looking for someone to join our team who is just as passionate as we are about getting young people outdoors to have an adventure as we are. You will have great leadership potential, be organised and able to organise others, and have plenty of instructing experience with a range of groups and activities. You'll want to learn and be prepared to put in the work to and effort needed to develop as a practitioner and a manager.

Skills and Abilities

- Ability to communicate clearly and effectively to groups of people.
- Ability to organise, plan and coordinate work and tasks.
- Ability to deliver training and activities to both staff and our broad range of guests.
- Clearly demonstrate an ability to provide first class customer service.
- Competent IT skills especially in office applications.
- Hold a full UK driving license (desirable)
- Ability to supervise staff including appropriate delegation, encouraging personal development and manage performance.

Knowledge and Experience

- Experience of working with High Ropes and Target Sports sessions and equipment.
- Experience of working in an outdoor education or activity centre – working with a wide range of groups and activities.
- Experience of leading, mentoring and supporting others.
- Understanding of The Scout Association and how we work.

Values and Personal Qualities

- Cares about outdoor education and understands how it can change the lives of young people.
- Able to adapt to changing situations, communicate, cooperate with and respect others in the team.
- Wants to do a good job every time and wants to do the right thing even when it's not easy to do.
- Wants to maintain up to date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.

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)

Food and Drink

Lunch is provided to all staff at our centres when they are working and free beverages are available

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.

Remote Working: We allow the flexibility to work from home. Days to be agreed with Line Manager.

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://www.scouts.org.uk/about-us/policy/recruitment-selection-policy/>

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 23:59pm Monday 19th September.

Initial interviews are expected to be completed on Friday 30th September.

If you would to discuss the role in more detail, please contact megan.watts@scouts.org.uk

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/b/form/8c3978c5578649a0975d3aadd832ad98>