



Programme Delivery Officer

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

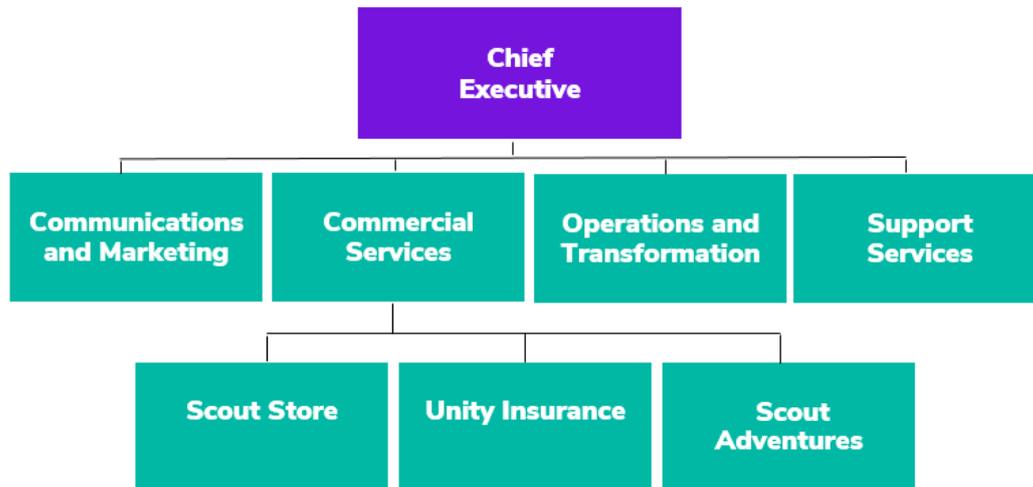
Our four pillars of work
To support the movement to achieve these objectives, we will focus on four pillars of work:

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



Job Description – Programme Delivery Officer

Responsible to:	Programme Delivery Executive
Department:	Operations and Transformation
Base Location:	Gilwell Park, Chingford, London
Term:	Permanent
Salary:	£29,942 per annum Inclusive of Outer London Weighting Band E
Hours:	35 hours per week
Line Management Responsibility:	None
External contacts:	External bodies, organisations from the wider Voluntary /Third Sector/ Youth Social Action Sector
Internal contacts:	Managers of National Scout Active Support units, Information Centre colleagues, Programme Team colleagues, wider Association staff and volunteers

The above this is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Core Purpose

The core purpose is to support adult volunteers in Scouting to access and benefit from elements of the existing programme including; youth social action (including 'A Million Hands'), Top Awards (including Queen Scout Award, The Duke of Edinburgh Award), assisting third party relationships (including The Royal Navy and The Royal Air Force), and answering tier 2 programme delivery queries from members via the Information Centre.

You will liaise with and support National Scout Active Support units, capturing frequently asked questions, review trends, and share insight to improve processes, systems and members understanding.

You will support the implementation of high quality social action programmes for Young Leaders (aged 14-18), adult volunteers, and young people with at least half of these coming from communities where opportunities are currently under represented. This role is inclusive of, but not restricted to, our provision for 4 and 5 year olds.

You will also play a supporting role within the wider Programme team, helping to ensure we design amazing programme content, national tools and processes to pilot and implement, secure external funding, and undertake high quality learning and evaluation so that we constantly improve what we do for young people and create a culture that is innovative, supportive and empowering for the volunteers we work with.

Key Accountabilities

- Support adult volunteers in Scouting to access and benefit from elements of the existing programme including youth social action and top awards including The Queen Scout Award
 - Relationship building and support of external partners including The Royal Navy, The Royal Air Force, and Duke of Edinburgh Award scheme
 - Log, identify trends, and answer tier 2 programme delivery queries from members via the Information Centre identifying trends, and upskilling others knowledge
 - Relationship building and support of National Scout Active Support unit managers delivering existing programmes increasing efficiency, quality and impact
 - Support the Programme Delivery Executive to implement high quality social action programmes and activity for Young Leaders (aged 14-18), adult volunteers, and young people with at least half of these coming from areas of multiple deprivation and Black, Asian, minority ethnic communities.
 - Administration of Early Years forums where Young Leaders will be regularly brought together to share challenges, co-design resources and undertake evaluation/ impact measurement activity.
 - Proactively engage with partners from the voluntary sector, public sector and business community to enrich and enhance the organisation's impact on young people and communities, maintaining constructive relationships and effective communication.
 - Support the work of the wider Programme team when required, namely programme design, partnerships and strategic funding.
 - Develop a culture of continuous learning and coaching which is valued, enjoyed and seen as a critical part of our success.
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Person Specification

Experience

- Experience of providing high quality advice and support to stakeholders on a range of programme delivery matters
- Experience of working as part of a team
- Experience of managing own workload
- Existing knowledge, or ability to rapidly acquire knowledge, related to early years education, youth work, and social action preferably in areas of multiple deprivation.
- Experience of impactful programme delivery, innovation, quality assurance aligned to organisational goals, preferably in a non-formal education setting. This is likely to include basic project management skills, external stakeholder engagement and a basic knowledge of reporting required in national organisations.
- Ability to engage within the youth policy, social action, practice and funding sectors.
- Understanding of volunteering in the charity sector including a volunteers journey (recruitment, appointment, induction, training and ongoing support), and adult training.

Skills, Abilities & Knowledge

- Critical problem solving ability. Able to make decisions on the information available
- Demonstrable ability to work under own initiative, to tight deadlines and deliver to a high standard
- Good planning, project co-ordination and organisational skills with the ability to manage and deliver a diverse workload related to programme delivery across a complex project, whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders.
- Ability to co-create and implement effective plans to achieve agreed organisational objectives and to help make clear, informed and timely decisions.
- Strong attention to detail and focus on delivery
- Ability to manage available resource in the most effective way to deliver on agreed organisational objectives
- Ability to communicate with a range of stakeholders internal and external using a range of tools, to enable successful influencing, listening and negotiating with others
- Ability to develop and sustain productive stakeholder relationships with people of all levels internally and externally.
- Knowledge of the #iwill six quality principles of social action

Values & Personal Qualities

- A strong sense of accountability, and empowerment, in a values based culture
 - Willingness to learn and thrive in a high performing team
 - Flexible and adaptable approach and always rises to challenges
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- An effective team player who is assertive, energetic and determined to succeed
- Commitment to young people; understanding of their needs and a passion for supporting them to be their best
- Open, confident and collegiate with the ability and willingness to challenge constructively, and to receive challenge, and to work effectively internally and externally
- A role model who commands trust and confidence from others
- Able to maintain an 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 too.

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 (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

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 Wednesday 12th May 2021

The interviews will be held on 26th May 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/e904f80e45b8406ab77329c4359ef2c6>
