



Programme Delivery Executive (Early Years)

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
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

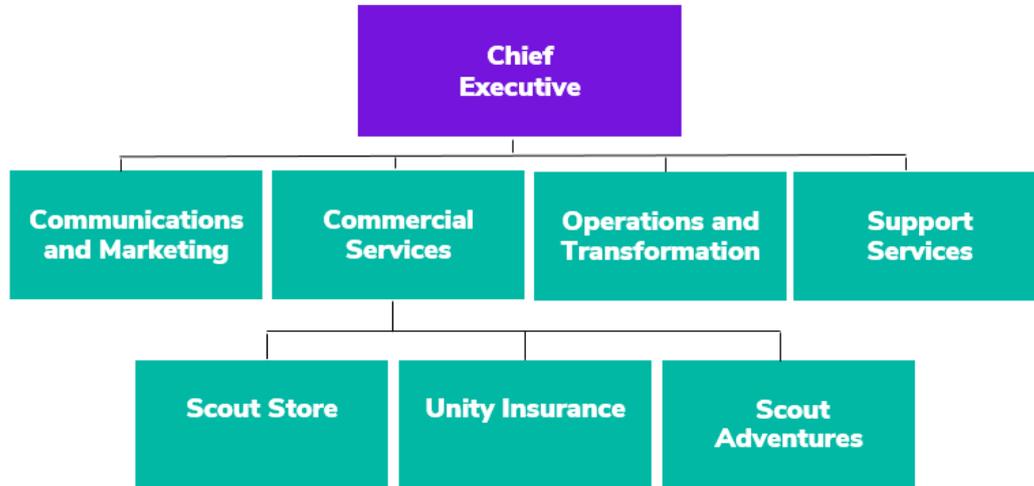
Our four pillars of work
To support the movement to achieve these objectives, we will focus on four pillars of work:

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



Job Description – Programme Delivery Executive (Early Years)

Responsible to:	Programme Delivery Manager
Department:	Operations and Transformation
Base Location:	Home based
Term:	Fixed term contract until 31 st December 2022
Salary:	£33,594 per annum, exclusive of Outer London Weighting (Band F)
Hours:	35 hours per week
Line Management Responsibility:	None

Core Purpose

The purpose of this role is to support the opening of new Scouting provision for 4 and 5 year olds and their

families from areas of multiple deprivation, and Black and Minority Ethnic communities.

Research suggests that the earlier a young person accesses non-formal education, the more positive the impact on their prospects. We are extending our Scouting programme to include 4 and 5 year olds in a new section called Squirrels across the UK. Further details on Squirrel Scouts available here <https://www.scouts.org.uk/about-us/strategy/our-pillars-of-work/early-years/>

Marrying your knowledge in youth work delivery and pedagogy, the lived experience and enthusiasm of our volunteers and over a hundred years of experience in delivering skills for life, you will coach and support local volunteers in their decision making, planning, opening of new provision that is sustainable and delivers high quality programme, builds community partnerships and initiatives related to innovating our Squirrel Scout Programme, so that it is impactful, relevant and fun.

Having had programme content designed by other colleagues, you will work with local communities to test different models of early years delivery and settings, supporting the recruitment of volunteers and the development of families, delivery of content and extraction of learning so we can evolve provision over time – ultimately evaluating and exploring integration for the future full roll out across Scouting.

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

Key Accountabilities

- This role holder will work alongside colleagues to open new provision for 4 and 5 years old's and their families from areas of multiple deprivation, and Black, Asian and Minority Ethnic communities.
 - Support the delivery of partnerships, initiatives and projects related to our aspiration to deliver Scouting in an Early Years setting, supporting a programme design function that designs, tests, implements and evaluates Programme innovations. This is likely to involve:
 - Working closely and effectively with project partners and our Regional Services Team to establish and improve programme delivery, maintain excellent relationships with existing Scouting volunteers and learn from existing knowledge and expertise related to early years delivery and creating new provision in Scouting
 - Opening new early year's provision in deprived communities, advising & supporting volunteers and colleagues to undertake this work
 - Leading and/or contributing to training sessions on opening early year's Scouting provision for members of the Regional Services Team, key volunteers and others in order to expand the knowledge and skill base in this area
 - Ensuring provision that is created is well integrated, sustainable and supported locally before the end of the project
 - Developing and/or contributing to resources to support the opening and sustainability of early year's scouting
 - Representing headquarters and local Scouting to create opportunities for more Scouting to more young people and adults across the UK
 - Providing regular reporting on projects which meets the needs of staff and volunteer colleagues, including the Programme Board and project funders as necessary
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- Ensure teenagers are able to volunteer their time as Young Leaders and the young people are able to take part in high quality social projects making a positive contribution to society.
- Maintain a close understanding of external policy developments and help to influence these where they are central to the organisation's strategic ambitions (particularly in relation to Early Years education).
- Work 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 with partners.
- Deliver on stretching objectives, and maintain a complete understanding of the organisation's strategy and theory of change.
- Support the work of the wider Programme team when required, namely programme design and strategic funding.
- Develop a culture of continuous learning and coaching which is valued, enjoyed and seen as a critical part of our success.

Person Specification

Experience

- Existing knowledge, or ability to rapidly acquire knowledge, related to early years education and youth work, preferably in areas of multiple deprivation.
- Experience of impactful programme delivery, innovation, quality assurance and measurement aligned to organisational goals, preferably in a non-formal education setting and at a regional or national level. This is likely to include basic project management skills, people management (including remote staff and volunteers), external stakeholder engagement and a basic grasp of monitoring, reporting and governance activity required in national organisations.
- Experience of supporting young people to make a positive impact in their community.
- Ability to network within the youth policy, practice and funding sectors.
- Education, training and continual professional development relevant to the scope of responsibilities of the Programme Delivery Executive role.

Skills, Abilities & Knowledge

- Ability to thrive in a high performing team.
 - Demonstrable ability to deal with ambiguity and to flourish in an entrepreneurial, fast paced environment.
 - Ability to take a position of 'safe uncertainty' in thinking about change and as a result can move skilfully between exploration of issues and taking decisive action.
 - Ability to co-create and implement effective plans to achieve agreed organisational objectives and to help make clear, informed and timely decisions.
 - Good communication and interpersonal skills to enable successful influencing, listening and negotiating with others.
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- Good planning 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.
- Comfortable supporting and working alongside fixed term capacity resulting from external funding or organisational priorities.
- Ability to develop and sustain productive stakeholder relationships internally and externally.
- Ability to manage resources (human and financial) in the most effective way to deliver on agreed organisational objectives.

Values & Personal Qualities

- A strong sense of accountability, and empowerment, in a values based culture
- Commitment to young people; understanding of their needs and a passion for supporting them to be their best
- A self-aware, positive and approachable leader
- Open, confident and collegiate with the ability and willingness to challenge constructively, and to receive challenge, and to work effectively internally and externally
- Able to maintain an up to date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement
- Able to operate from home based office with regard to acceptance of constraints this places on personal/family life.

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.

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. We will double your contribution up to a maximum of 10%.

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 Friday 13th August 2021

The interviews will be held via Teams digital platform on Wednesday 25th August 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/f8415d6d31d04ba78f72072370c64d91>
