



Governance 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	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

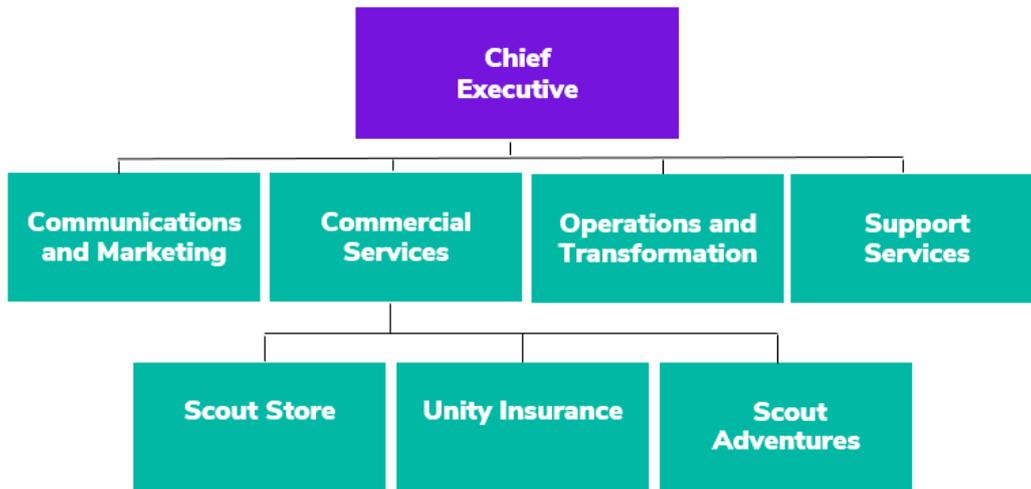
To support the movement to achieve these objectives, we will focus on four pillars of work:

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.

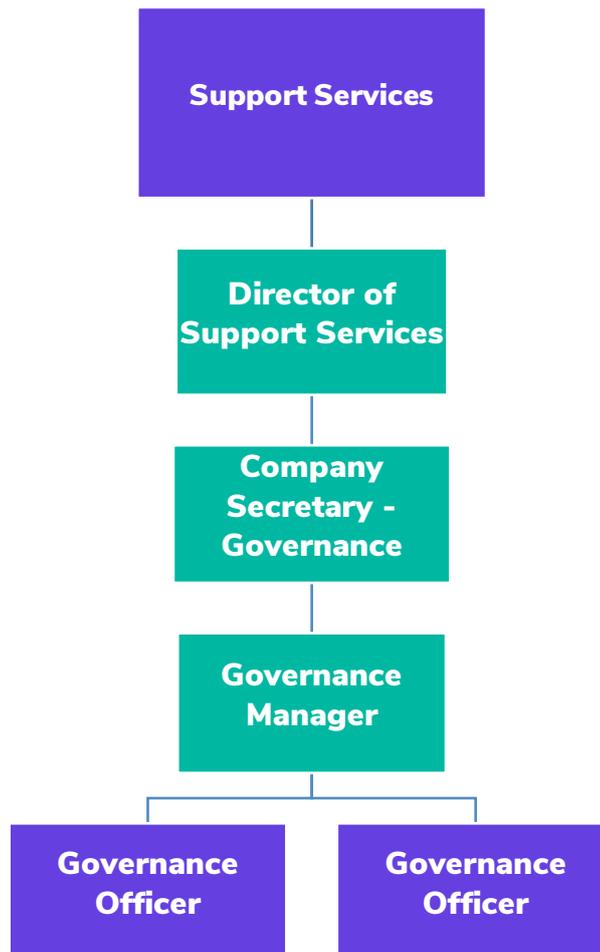
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

The Scouts Structure

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



The Team Structure



Job Description – Governance Officer

Responsible to:	Governance Manager
Department:	Governance, Support Services Directorate
Base Location:	Gilwell Park with hybrid working options available
Term:	Permanent
Salary:	£29,948 per annum, Band E, Level 3 Inclusive of London-weighting allowance
Hours:	35 hours per week

Core Purpose

There may be more than one post holder and the following tasks will be shared or allocated as appropriate between them.

Board and Committee Management

The Governance Team manages the effective operation of The Scout Association's Board of Trustees and its sub-Committees. Our Governance Officers have a key role in the management of these and the production of the documentation required to facilitate each meeting.

We are looking for a highly organised and competent individual who has good experience of minute taking at Board and Committee level, and who is keen to broaden their knowledge in the third sector and in the company secretarial profession. You'll have a keen eye for detail and confidence and sensitivity to manage strategic level information in a professional manner.

Time management will be key in ensuring you are fully prepared for the committee cycle which includes agenda preparation, in consultation with the Chair and key staff support, collation and distribution of papers, taking minutes at the meetings and sharing agreed actions with Committee members.

You'll be expected to provide ongoing support to the Chair of the Board, including diary management, and support to our trustees, including ad hoc enquiries, inductions, arranging appraisals and booking accommodation.

As a volunteer led organisation, The Scout Association holds some meetings at weekends and weekends. Reasonable notice will be given when required to attend these meetings.

Governing Documents and Events

The Governance Team are also responsible for the Association's governing documents, including the Policy,

Organisation and Rules (POR) document which needs careful scrutiny and annual updates in line with changes to legislation and operationally within the movement.

The annual AGM of the Council is an event led by the Governance Team and the Governance Officer will be expected to take part in the extensive preparation needed to hold a successful event, working in partnership with external consultants and key internal stakeholders.

Key Accountabilities

- Supporting the Governance Manager with effective management of the Committees serviced by the Governance Team. This includes being aware of agenda items prior to each meeting to mitigate any potential issues that may arise.
- Taking the minutes of agreed Committee and Board meetings and producing a set of minutes for approval within agreed time period.
- Sharing meeting details with Committee members in a timely manner.
- Following up on agreed Board/Committee actions ensuring actions which may interlink between committees are understood and developed accordingly.
- Responsible for the annual trustee appraisal schedule, ensuring all trustees have an effective meeting with the Chair of the Board.
- Organise the process of Committee paper preparation, including making contact with key stakeholders, proof reading and checking for consistency of approach to paper layout and timely distribution before each meeting.
- A methodical approach to the update of the Association's key policy document POR. This requires excellent communication and organisational skills as there are different stakeholders each working on individual areas of POR. The Governance Officer needs to bring all these strands together within a tight deadline.
- The production of a clear, concise calendar of Board and Committee meeting dates which is imperative for ensuring effective meeting management.
- All areas of the AGM of the Council, primarily preparation prior to the event including communicating with council members, working with external consultants to produce a fit for purpose election site and general event management duties in the lead up to the day.
- Treating information received as highly confidential and sensitive.
- Ensure room bookings and necessary facilities are in place for each meeting.
- Build constructive relationships with all key stakeholders, including the Chair of the Board, UKCC and Chief Executive.
- Willing and able to support the other members of the Governance Team when necessary. The department is busy and work in collaboration with senior managers and volunteers so a professional, co-operative and calm approach is essential.

Person Specification

Experience

- Supporting Boards and Committees
- Working with trustees and volunteers
- Minute taking

Skills, Abilities & Knowledge

- Able to communicate effectively and professionally with people at all levels in the organisation
- Excellent written skills including proof reading and consistency checking.
- Able to prioritise a challenging workload to meet deadlines.
- Able to work with minimum supervision
- Understanding of how an organisation's Board and Committees shape decision making with an awareness of risk and interdependencies between committees.
- Highly competent with MS office (Word, Excel, databases and Outlook) and Adobe.
- Able to deliver to a high standard and under pressure.
- Discreet and confidential
- Understanding and interest in the work of the organisation and its strategic objectives

Values & Personal Qualities

- Good communicator
- Team player with a supportive attitude to working in a busy, small team with conflicting priorities.
- Flexible to working some evenings and weekends when required
- Highly organised and confidential especially when dealing with sensitive information
- Ability to communicate both orally and in writing in an effective and professional manner, whilst projecting a positive image of the organisation

Education and Qualifications

- Educated to A level standard or equivalent experience
- GCSE A*-C grade (or equivalent) in Maths and English Language

Safeguarding rules - Yellow card

The post holder agrees to comply with the safeguarding rules as set out on TSA's yellow card at all times and be willing to undertake a basic DBS check.

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)

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 Monday 30 August, 23:59.

The interviews will be held on Friday 10 September 2021.

If you would to discuss the role in more detail, please contact Recruitment@Scouts.org.uk

To submit an application, please apply [here](#)
