Programme Delivery Executive (Financial Capability)

Fixed Term contract until 31st March 2023

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INVESTORS IN PEOPLE | Gold Until 2022

Scouts

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Welcome

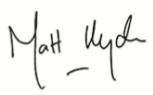
As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

Each week, we give over 450,000 young people the opportunity to enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians.

We believe in bringing people together. We celebrate diversity and stand against intolerance, always. We're a worldwide movement, creating stronger communities and inspiring positive futures.

Having just launched a new strategic plan – Skills for Life, our plan to prepare better futures –, this is an incredibly exciting time for Scouting in the UK. 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

'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 strategic plan

Skills for Life

Our plan to deliver better futures

Our vision

By 2023 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

- 50k more young people
- 10k more Section Leaders
- 5k more Young Leaders

Inclusivity

- Our volunteers reflect the demographics of our 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 support the Movement to achieve these objectives, we will focus on three pillars of work:

Programme

A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.

People

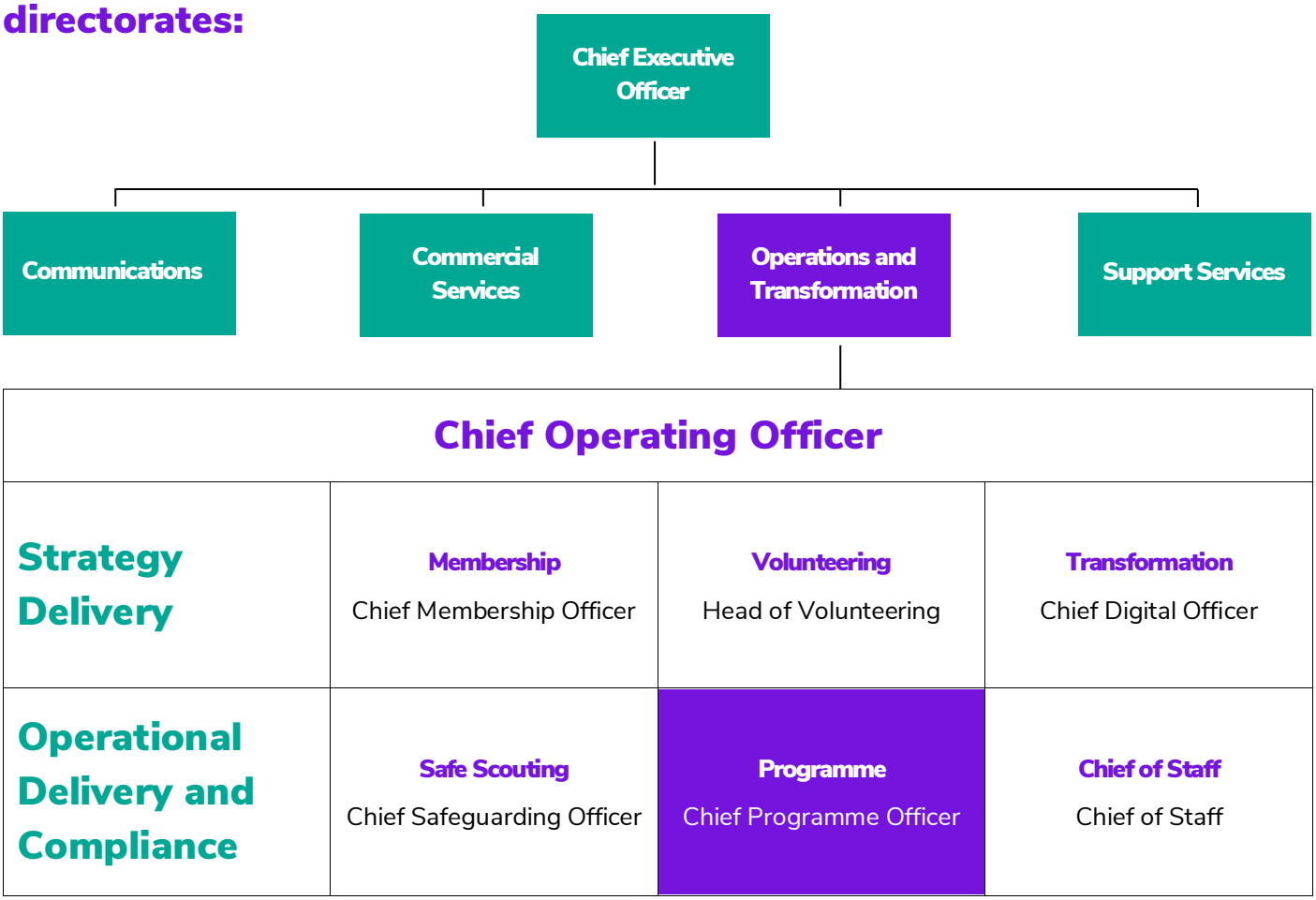
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

Perception

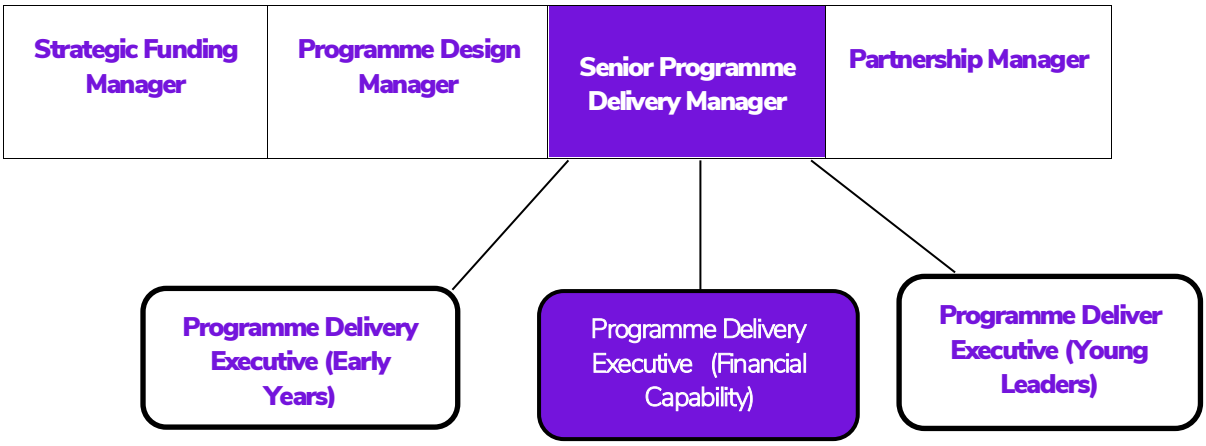
Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

Our structure

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



Programme



The role

Job Description – Programme Delivery Executive (Financial Capability)

Responsible to:	Senior Programme Delivery Manager
Department:	Operations and Transformation
Base Location:	Gilwell Park, Chingford, London
Term:	Fixed term contract until 31st March 2023
Salary:	£35,354 per annum (inclusive of Outer London Weighting) Band F
Hours:	35 hours per week
Line Management Responsibility:	None
Internal relationships:	Staff colleagues in Programme Team, wider Association staff and local volunteers.
External relationships:	HSBC employee supported volunteering team.

Core purpose

Every week we give almost half a million young people the skills they need for school, college, university, the job interview, the tricky challenge and the big dreams: the skills they need for life.
Money Skills are key and we want our young people to learn how to be confident in making decisions around money. The Scouts partner with external organisations with subject matter expertise to support the design and delivery of high quality programme content.

Marrying your knowledge in youth work delivery, pedagogy, and the lived experience and enthusiasm of our volunteers, and over a hundred years of experience in delivering skills for life, you will develop an approach to broker the engagement of local Scouting with external partners including HSBC.
You will train and support over 200 HSBC staff to deliver Money Skills programme content with local Scouting either face to face or online, improving the financial capability of over 10,000 young people.

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. You will support the wider team in creating a culture that is innovative, supportive and empowering for the volunteers we work with.

Key Accountabilities

- Design and deliver innovative approach to brokering the engagement of local Scouting with external partners with subject matter expertise.
- Training developed for local Scouting volunteers, contributing to the capability of section leaders and Explorer Scout Young Leaders to more easily deliver activities related to financial skills.
- Training developed and delivered for Corporate Volunteers on how to engage with local Scouting and deliver age appropriate engaging financial capability sessions.
- 210 HSBC staff to be trained, supported, to deliver over 630 programme sessions engaging 10,000 young people, improving their financial capability knowledge and skills by March 2023.
- Learn and iterate resources / approach bringing Corporate Volunteers and local Scouting Volunteers together to share challenges, evaluate satisfaction scores, and continuously improve the experience.
- Develop Money Skills badge framework and associated activities to understand what does and does not work via internal and external impact measurement and evaluation.
- Support the delivery of partnerships, initiatives and projects related to our aspiration to deliver Money Skills programme resources. This is likely to involve:
    - Working closely and effectively with project partners to establish Money Skills programme delivery, maintain excellent relationships with existing Scouting volunteers.
    - Ensuring programme content is integrated, sustainable and supported locally before the end of the project.
    - Promote engagement of Beaver Scout / Cub Scout sections with Money Skills badges / activities.
    - Representing headquarters and local Scouting to create opportunities and bringing insight back into the organisation.
    - Providing regular reporting on projects which meets the needs of staff and volunteer colleagues, including the Programme Board and project funders as necessary
- Maintain a close understanding of external policy developments and help to influence these where they are central to the organisation's strategic ambitions
- 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, 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.

The person

Experience

- Experience of designing and delivering employee supported volunteering projects
- Existing knowledge, or ability to rapidly acquire knowledge, related to financial capability and youth work.
- 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, external stakeholder engagement and a basic grasp of monitoring, reporting and governance activity required in national organisations.
- Ability to network within the youth policy, financial capability, practice and funding sectors.
- Education, training and continual professional development relevant to the scope of responsibilities of the Programme Delivery Executive role.

Skills, abilities and knowledge

- Experience of designing and brokering employee supported volunteering opportunities
- 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.
- 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.
- 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 and 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

Safeguarding rules – yellow card

We are a youth organisation who takes safeguarding seriously. The post holder agrees to comply at all times with the safeguarding rules as set out on The Scout Association's yellow card, which can be found here. This is shared with young people and carers, as well as employees, so everyone knows our rules of engagement.

In order to comply, stringent vetting procedures take place including checking against an internal database to assess suitability and also Basic/Enhanced DBS checks as required.

GDPR and data protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law and to adhere to our Data Protection and GDPR policies

Health and safety

The post holder agrees to abide by The Scout Association's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the work place as well as that of their colleagues.

Equal opportunities

The Post holder agrees to promote and uphold the principles of equal opportunities in accordance with The Scout Association's Equal Opportunities Statement and all related policies.

Benefits

- **Holiday Entitlement**: 25 days per year plus bank holidays. This increases after two years service to 28 days and after five years to 32 days.
- **Additional Holidays**: We operate an office closure during the Christmas and New Year holiday period that provides up to an additional 3 days of extra leave.
- **London Weighting**: In addition to a competitive salary we also provide London weighting to staff if located inner/outer London.

Looking after your health and wellbeing

Simply Health Scheme

You will have access to a medical scheme to help you with the cost of your everyday healthcare fully funded by the Association such as optical, dental and many more. You will also get access to the Gym discount, family days out discount and online health risk assessment.

Sickness absence

We pays sickness above the statutory minimum requirement.
(Above benefits apply to employees upon completion of three months in their role unless otherwise stated)

Looking after your future

Generous Pension Scheme

We are committed to providing our staff with a best work place pension scheme that is highly competetive in the third sector. For all employees, the Association has a Group Personal Pension Plan with the Scottish Widows..
This plan allows employees to contribute a minimum of 2% of their gross salary up to the maximum allowed within HMRC limits. The Association will contribute twice your contribution, up to a maximum of 10% of gross salary. Employees can benefit further by saving your own and the The Scout Association's National Insurance contribution that is paid into your pension pot.

Life Assurance

All employees are covered by a scheme which pays four times the basic salary in the event of death in service.

Getting to and from work

Car parking

All sites offer free car parking to employees.

Minibus Service (Gilwell Park)

A minibus service is provided which collects colleagues at 08:20, 08:35. 08:50 from Chingford Station. This service also drops colleagues off to the same location at 16:30, 16:45, 17:00 and 17:15.

Cycle to Work scheme

This scheme is a form of salary sacrifice which enables employees to purchase a bicycle through the Government's Cycle to Work Scheme and can save you up to 42% on the retail value (depending on the employees tax bracket).

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.

Childcare Vouchers

This scheme is a form of salary sacrifice, enabling employees to purchase childcare vouchers.

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

Employees can make purchases from Scout Store with a discount of 25% on certain items, excluding uniforms.

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**.

In order for us to monitor the application of our **Equal Opportunities Policy**, we would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form.

The closing date for applications is **Monday 29 September 2021 (midnight)**.

Interviews will be held week commencing **Monday 11 October 2021**

Interview format –

1. Panel Interview
2. Presentation

If you would to discuss the role in more detail, please contact the recruitment team **here**

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