



**Applicant  
Information  
Pack**

# **Recruitment Manager**

## **Permanent Contract**



---

What's inside this pack?

---

<b>Welcome</b>	<b>3</b>
<b>Our strategic plan</b>	<b>4</b>
<b>Our structure</b>	<b>5</b>
<b>The People &amp; Culture Team</b>	<b>5-6</b>
<b>The role</b>	<b>7</b>
<b>Key accountabilities</b>	<b>8</b>
<b>The person</b>	<b>9-10</b>
<b>Benefits</b>	<b>11-12</b>
<b>How to apply</b>	<b>13</b>

# 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.

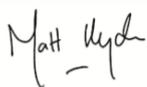
Each week, we give over 450,000 young people the opportunity to enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers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

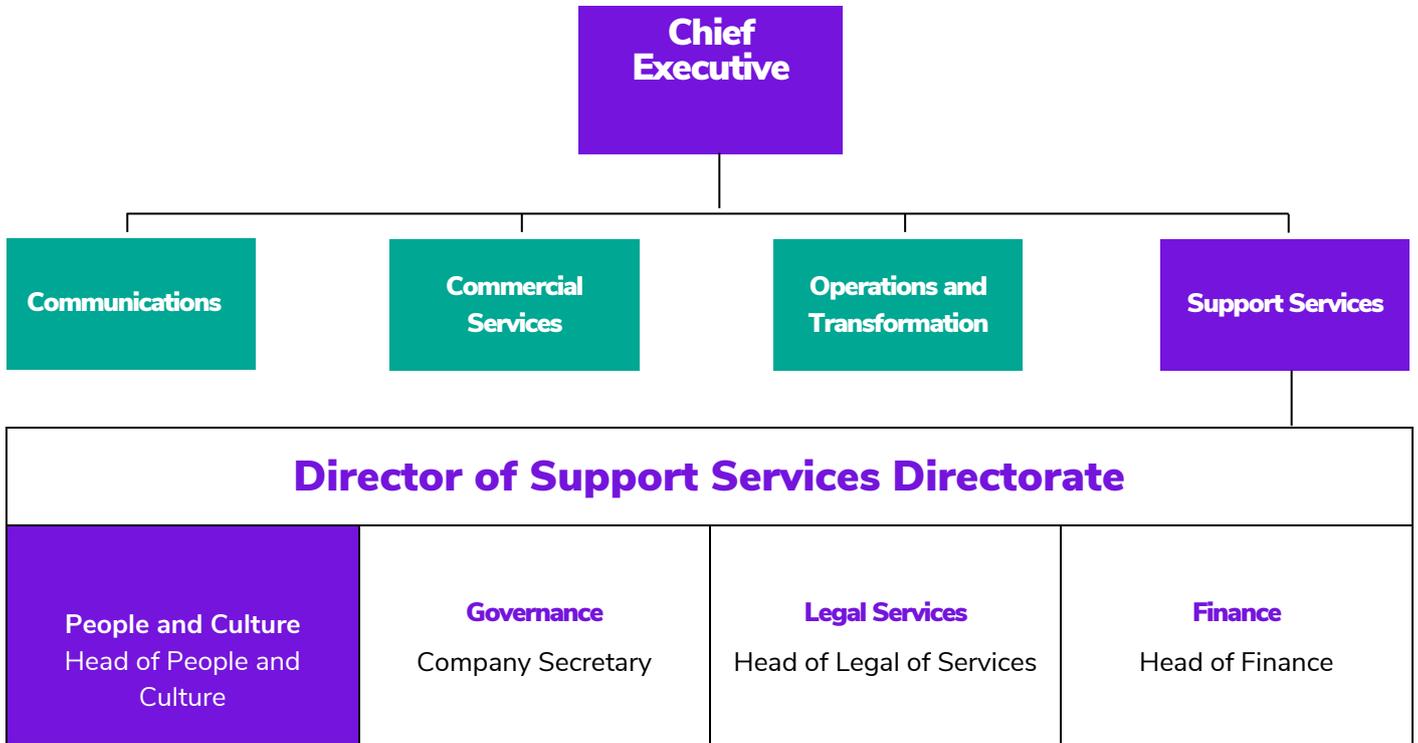
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

#### Perception

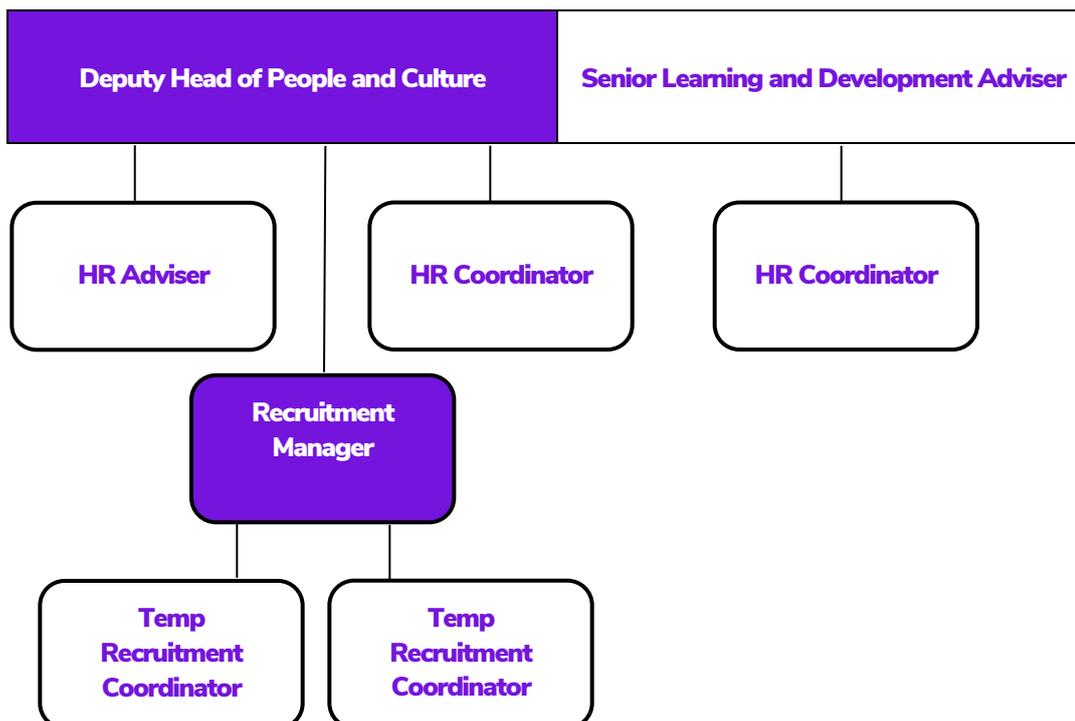
Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

# Our structure

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



## People and Culture



# The People & Culture Team

We are a small team and our role is to make sure that the Scouts employs the most talented people available and also to ensure it is a brilliant place to work. Following a turbulent 18 months due to Covid, we are in the process of building back better than ever and this means there is now a hugely exciting and challenging agenda for the People team. We currently employ nearly 300 people and we are growing fast. Previously many staff were based at HQ in Chingford with others located around the UK; but our new approach to hybrid working means that most roles – including this one – can be undertaken on more flexible basis from a dual home/office base. We are very happy to discuss specific flexible working arrangements with you. We manage the recruitment of new staff, employee learning and development, employee relations, staff engagement and communications, pay and benefits policy & processes and staff wellbeing. In 2019 we were assessed against the Investors in People (IiP) standard and achieved Gold accreditation due mainly to evidence which showed our whole staff team is exceptionally strongly committed to the Scouts' values and what it's aiming to achieve. Staff at the Scouts feel highly valued and appreciate the investment in learning we offer as well as our leadership style. Despite Covid and all the difficulties that presented, our July 2021 staff survey showed that we have maintained the same levels of commitment and engagement amongst the staff team and last year we also won the IiP Best Third Sector Organisation Award. But we are keen to do even more (and aim for IiP Platinum next year) and are at the early stages of implementing a revised and highly ambitious People & Culture Strategy which supports the post-Covid 'Skills for Life' strategic objectives.

Recruiting great talent to join us is critical to the organisation's future success, so this role is newly one created to manage and lead the recruitment function at a time of significant recruitment activity. Every job matters and we are looking for someone with the experience and skills to support our managers to find really good people at a time when the labour market is unpredictable. Building relationships with those managers, understanding what they are looking for is the first step. Then using all your skills and 'sales' techniques in a digital world to identify suitable candidates comes next. Advising on and organising suitable selection methods and interviews is critical. And finally, we know the essential importance of slick and friendly onboarding processes once an offer has been made; our Recruitment Manager will oversee and co-ordinate all of those functions, acting as the lynch pin between hiring managers, agencies, recruitment agencies and our advertising contractor. You'll have the support of two Recruitment Co-ordinators so your main focus will be working with managers to design and implement great recruitment campaigns.

To be successful you will need to build strong relationships with our managers and be adept at handling a fast paced, busy recruitment function with efficiency and brilliant customer service. As well as the 'business as usual' work, there will be opportunities to work with others on our key strategic objectives and various HR related development projects and initiatives.

Finally, I think we are a fun and supportive team – we work hard but we take really good care of each other and we are small enough to provide you with a very interesting generalist HR role in a fabulous organisation that is making a real difference in the lives of children and young people.

**Vicky Greig**  
**Head of People & Culture**

# The role

<b>Responsible to:</b>	Deputy Head of People & Culture
<b>Department:</b>	People & Culture, Support Services Directorate
<b>Base Location:</b>	Gilwell Park, Chingford, London or hybrid (Gilwell Park & home)
<b>Term:</b>	Permanent
<b>Salary:</b>	£35,354 per annum (inclusive of Outer London Weighting), Band F, Level 3
<b>Hours:</b>	35 hours per week
<b>Line Management Responsibility:</b>	Two Temporary Recruitment Coordinators
<b>Internal Relationships:</b>	Applicants, HR Team, members of the Leadership Conference, new employees, all Scouts' staff
<b>External Relationships:</b>	External providers, recruitment agencies, advertising agencies
<b>DBS:</b>	Basic

*The above list 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 role is responsible for delivering a high quality, efficient staff recruitment service to the Scouts HQ, focussed on attracting the best possible talent to the organisation and on meeting its diversity targets. A key focus is on applicant attraction and on careful vetting of successful candidates. Advising hiring managers on best recruitment and selection practice is critical as is delivering excellent customer service internally as well as to applicants.

The post-holder will also assist with a broad range of HR functions, including administration of our salaries' policy, liaison with Payroll, advising on terms and condition of employment, maintenance of our HR database and the provision of a range of reports and general HR administration.

# Key accountabilities

- Deliver an efficient and effective end-to-end staff recruitment function for all the Scouts' HQ departments; from planning recruitment campaigns, placing advertisements, undertaking search exercises, organising shortlisting and interview and selection processes, making offers of employment and undertaking vetting and on-boarding of new starters
- Contribute to the design and implementation of the team's key objectives and programmes of work to deliver the People & Culture Strategy
- Contribute to the development of the Scouts' 'employer brand' and its approach to applicant attraction across a wide range of job roles and functions
- Keep up to date with trends in the labour market and good practice in recruitment and develop these for use within the Scouts
- Develop and implement efficient and effective procedures for managing recruitment activity at scale and at pace
- Provide advice to recruiting managers on the design of recruitment campaigns, methods of applicant attraction, recruiting for diversity and potential, selection methods, processes and procedures, salary negotiations and on-boarding
- Provide advice to applicants for jobs at the Scouts, including about terms and conditions of employment, staff benefits and flexible working arrangements
- Ensure that all recruitment activity is undertaken in line with the Scouts' policy on Equality, Diversity and Inclusion
- Maintain excellent records and produce reports on recruitment activity and analyse these to review how best to achieve success in recruitment campaigns and to identify the best approaches to attract diverse candidates
- Under supervision of the Deputy Head of People & Culture, manage the recruitment budget effectively, making best use of resources through careful negotiations with recruitment agencies and advertising providers
- Undertake specific searches for applicants as necessary, maximising the use of social media and other tools to reach the widest possible talent pools
- Take the lead in undertaking vetting procedures for new recruits, including referencing and DBS checks, in line with agreed policies and procedures
- Make offers of employment and draft contracts of employment, amendment to contracts and secondment letters
- Liaise with colleagues in the People team to ensure successful and smooth on-boarding processes and induction for new starters
- Carry out any other accountabilities commensurate with the general level of responsibility of the role

# The person

## Skills and abilities and knowledge

- Ability to provide a customer focused recruitment service and gain respect from managers, staff and applicants
- Ability to 'sell' the opportunity to work at the Scouts across all job roles and encourage maximum interest in working for the organisation
- Excellent communications skills in writing and in person
- High level IT skills to make maximum use of our HRIS and other systems and to produce analysis and reports
- Excellent customer focused approach
- Ability to manage a busy workload and prioritise tasks on own initiative and meet deadlines
- Attention to detail
- Problem solving skills

## Knowledge and Experience

- Experience of in house recruitment activity across a broad range of jobs and specialisms
- Experience of applicant attraction methods, including use of social media
- Extensive knowledge of employment law as it applies to recruitment and selection
- Experience of undertaking vetting procedures, including referencing
- Experience of maintaining an HRIS and producing reports from an HRIS and other systems
- Experience of issuing contracts of employments, amendments and ending fixed term contracts
- Good working knowledge of general HR administrative systems and processes

## Values and personal qualities

- A commitment to the values of the Scouts
- Confident and credible with managers and staff
- Flexibility and adaptability to enable success in a fast moving environment
- High level of emotional intelligence



### **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 pay 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 competitive 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](#).

Please submit an application via the Smartsheet link on [our jobs page](#) by 9am on 27 September.

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.

[Interviews will be held on 7 October.](#)

If you would like to find out more to see if this role could suit you, Vicky Greig, Head of People or Donna Hibbert, Deputy Head of People would be very happy to have an informal chat; please contact Genaveve Oni and she will set up a call or virtual meeting.

