



**Applicant  
Information  
Pack**

# HR Manager

## Permanent Contract



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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.

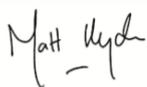
Each week, we give over 450,000 young people the opportunity to enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers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

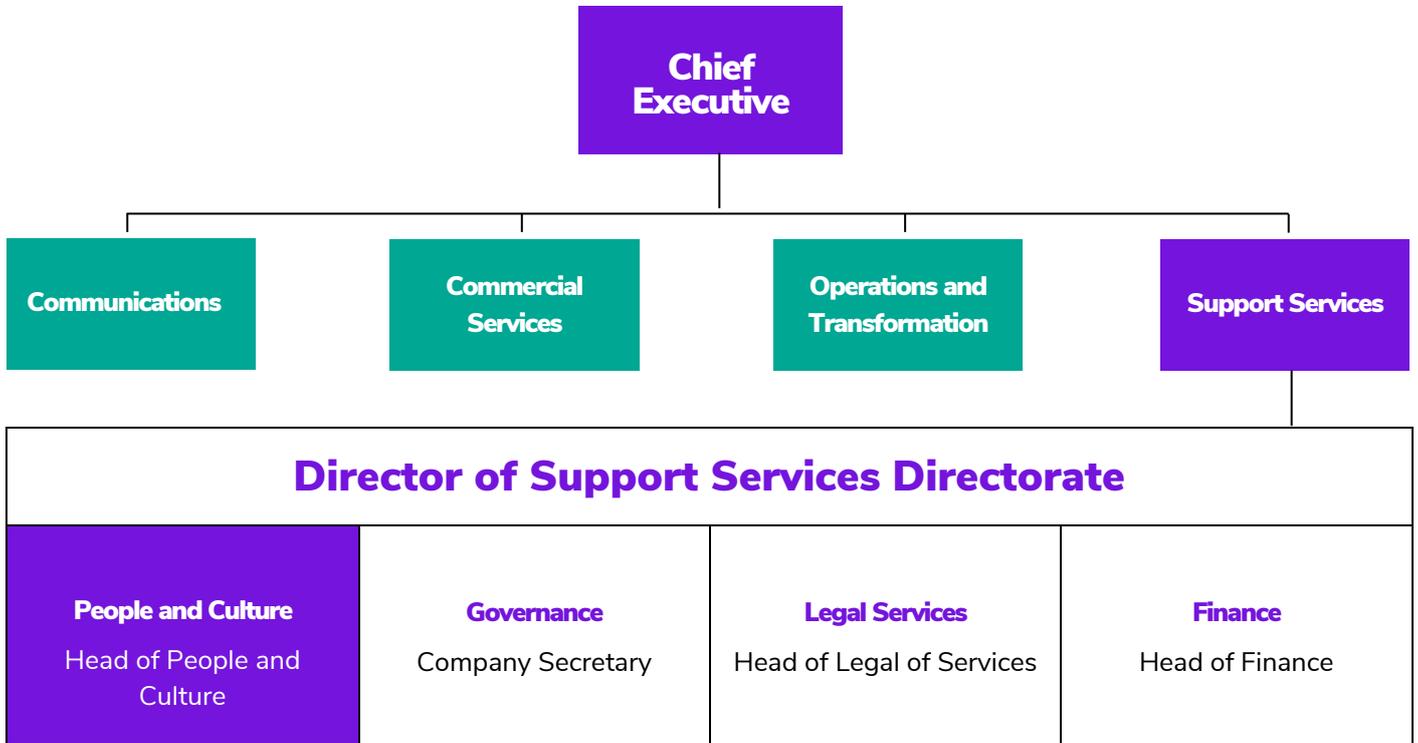
More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

#### Perception

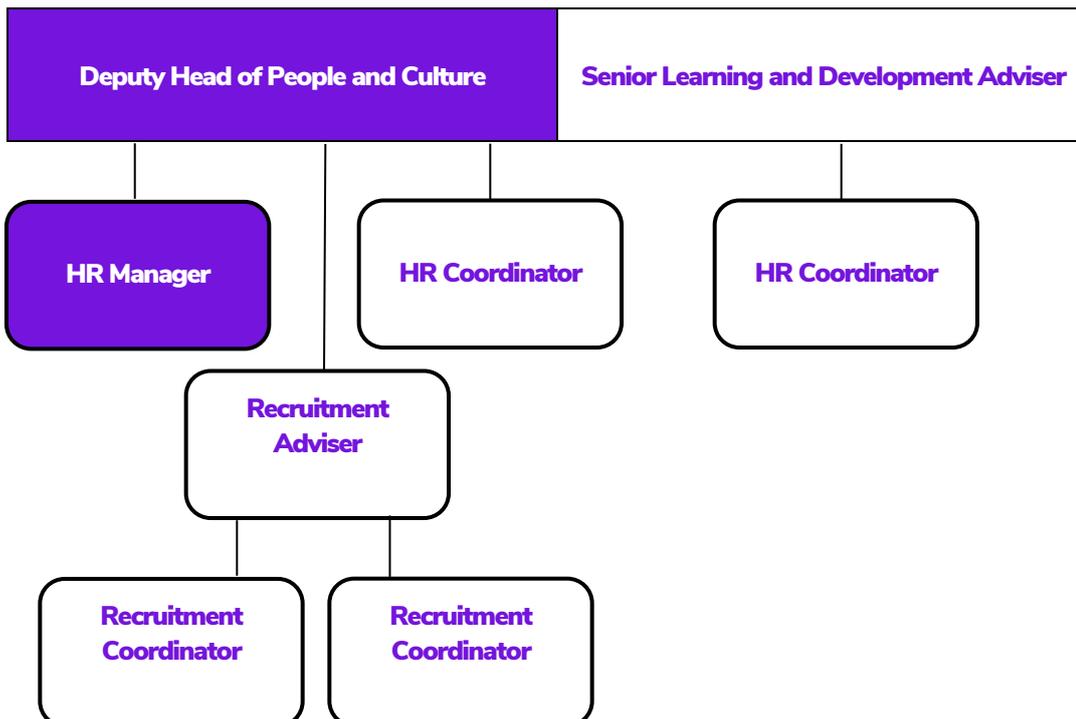
Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

# Our structure

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



## People and Culture Team Structure:



# 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.

As a result, this is a perfect time to join the team as HR Manager. You'll be the 'first port of call' for managers seeking advice about a whole range of staffing issues and you'll be managing the HR administration function. To be successful you will need to build strong relationships with our managers, acting as their 'trusted counsel' and turning yourself into the 'go to' person for HR support, ideas and professional advice based on your knowledge of employment law and good people practice. As well as 'business as usual' work, there will be ample opportunity to work with others in the team and leaders across the organisation on some of our key strategic objectives and various projects - so the opportunities for learning on matters such as organisational development, L&D, pay and benefits as well as workforce planning and staffing structures etc will be readily available to you.

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
<b>Base Location:</b>	Gilwell Park, Chingford, London - but hybrid working available
<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>	N/A
<b>Internal Relationships:</b>	People Team, all line managers, all Scouts' staff, employee representatives
<b>External Relationships:</b>	External providers
<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 acts as the key point of contact for managers and staff on all employment issues. It is responsible for a broad range of HR functions, including employee relations matters, administration of our salaries policy and liaison with Payroll, advising on terms and condition of employment, maintenance of accurate HR records system, the provision of reports, updating policies and procedures, issuing employment contracts and supporting our work in relation to health, safety and welfare. We take a values based, empathetic, pragmatic and, above all, a 'human' approach to people management and this role acts as a 'business partner' to leaders and managers to assist them to deliver for the Scouts.

## Key accountabilities

- Contribute to the design & implementation of the team's key objectives and programmes of work
- Act as a first line response for HR queries from managers and staff, dealing with those that are within the remit of this role and referring others to members of the team
- Provide employee relations advice in respect of absence management, occupational health, terms and conditions of employment, capability and disciplinary matters, contracts of employment etc

- Take overall responsibility for the HR team's personnel records, including maintenance of the HRIS
- Take overall responsibility for the provision of information to Payroll and associated administration
- Assist the Deputy Head of People & Culture with HR policy development and team restructures
- Produce regular and ad hoc reports on all aspects of staffing matters
- Assist with ad hoc people-related projects and initiatives
- Any other accountabilities commensurate with the role

# The person

## Skills and abilities

- Ability to provide a high quality professional HR advisory service and gain respect from managers and staff
- Excellent communications skills
- High level IT skills to make maximum use of our HRIS and ability to analyse employee data
- 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, Experience & Qualifications

- Experience in a broad range of HR advisory and administrative work
- Knowledge of employment law and its practical implementation
- Experience of maintaining an HRIS and reporting from it
- Experience in issuing contracts of employments, amendments and ending fixed term contracts
- Good working knowledge of employment law and best HR practice and how to apply it
- Extensive knowledge of general HR administrative systems and processes
- CIPD qualified or working towards the qualification

## 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

## Competency Framework

- Level 3



### 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

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### 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

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### Generous Pension Scheme

We are committed to providing our staff with a best work place pension scheme that is 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

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### 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

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### 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

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### 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

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### 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 6 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 - [genaveve.oni@scouts.org.uk](mailto:genaveve.oni@scouts.org.uk)

