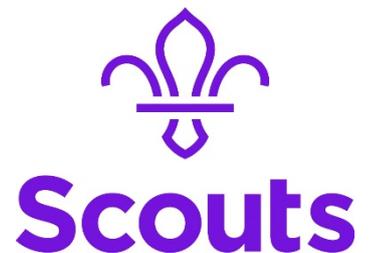




Development Team Assistant: Harrow 12 Month Fixed term contract



Home Based, regional travel in the Harrow District



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Welcome

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.



Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive



“As a young boy, Scouting gave me a confidence and camaraderie that is hard to find in modern life. Kids in the UK need a sense of belonging and community more than ever. I’m proud to be the Chief Scout in the world’s greatest youth movement. It is the biggest privilege I have ever had – more than [serving in] the SAS or [climbing] Everest.”

Bear Grylls, Chief Scout



Our strategic plan

Skills for Life

Our plan to deliver better futures

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

Our plan is to build on the success of the previous plan: to continue to grow, become more inclusive, to be shaped by young people and to make a bigger impact in our communities. We have set new goals for 2025.

Growth	Inclusivity	Youth Shaped	Community Impact
<ul style="list-style-type: none"> 50,000 more young people aged 6-18 in Scouts 10,000 more frontline adult volunteers (Section Leaders and Assistant Section Leaders) 5,000 more Young Leaders 	<ul style="list-style-type: none"> we will have started Scouts in 500 more areas of deprivation reaching young people who could benefit the most our adult volunteers will reflect the demographics of our society 	<ul style="list-style-type: none"> 250,000 young people will be shaping their experiences at Scouts 50% of young people will be achieving the top awards 	<ul style="list-style-type: none"> at least 250,000 young people will be making a positive impact in their community each year 50% of young people will be achieving the top awards

Our programmes of work

Due to the impact of COVID-19, our Skills for Life strategy has been extended until 2025. The programmes of work that'll help us to achieve this strategy have been revised to: People, Programme, Perception, Digital and Early Years.

We're involving people on the ground every step of the way in the updated strategy, to make sure anything new works for the majority and genuinely make things better, easier and more fun.

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 young people, from diverse backgrounds.

Perception

Scouts is clearly understood, more visible, trusted, respected, and widely seen as playing a key role in today's society.

Digital

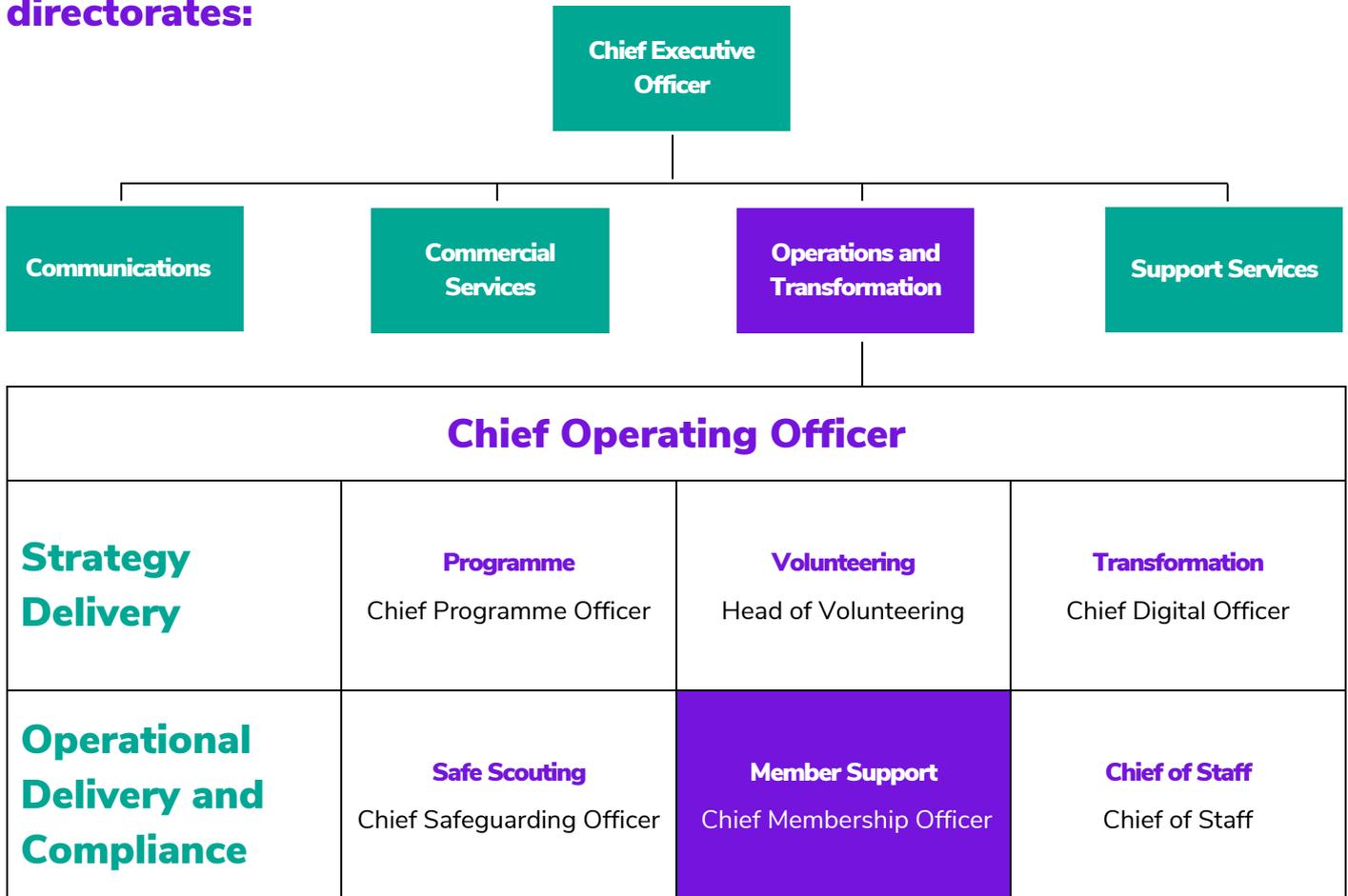
Embedding our digital principles and transforming the Scouts experience with better digital tools.

Early years

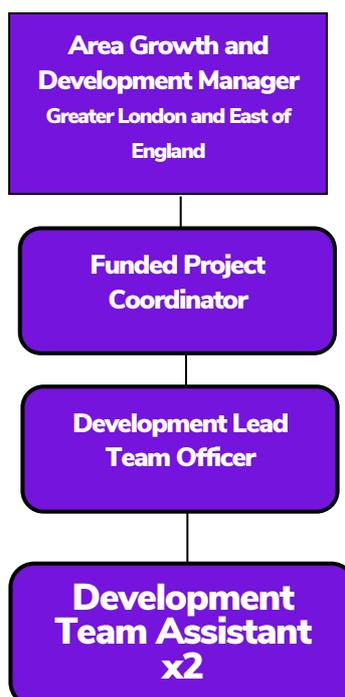
Provide more young people with skills for life through a new section for four and five year olds.

Our structure

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



Regional Services Team



The role

Responsible to:	Development Team Lead Officer
Department:	Regional Services Team, Member Support Operations and Transformation Directorate
Base Location:	Home based, with regional travel in Greater London, Middlesex West
Term:	12 Months Fixed Term Contract
Salary:	£6957.60 (Band A, Level 3) FTE Equivalent £20,293 per annum. (Inclusive of outer-London weighting allowance)
Hours:	12 hours per week

Core purpose

The purpose of the role is to support new and existing Scout sections and deliver an exciting and engaging programme of activities and games to groups of young people aged 4-18 as well as recruiting and mentoring new adult volunteers to create sustainable Scouting provisions.

Your key role would be to attract more volunteers to enable growth within the community. To help deliver the project objectives and targets working in partnership with the Development Team Lead Officer, The County Commissioner, District Commissioners, Group Scout Leaders and Leaders to realise agreed sustainable growth targets.



The role will involve working directly with both adults and young people to increase the number of volunteers which in turn will lead to an increase in the numbers of young people who will benefit from Scouting in our County.

The induction programme and ongoing support for the role will provide a range of training in the following areas: communication skills, project planning and organisation, presenting and training delivery, working with young people, working in a team, creative thinking and problem-solving methods as well as support with IT knowledge.

Because of the nature of the role, evening and some weekend working will be a key feature of the role whilst operating from a home-based office located within the geographical location.

Key accountabilities

With the Development Team Lead Officer

- Plan and lead weekly section meetings and engage young people in activities and games
- Interact with the parents and carers of new and existing Squirrel, Beaver, Cub and Scout members at the weekly meetings
- Support new volunteers with programme planning and delivery
- Ensure the good and safe running of the youth sections in accordance with Scouting policies responding to the current needs of the Group
- Work together to ensure problems and challenges are overcome
- Support Group events
- Welcome new adults and young people to Scouting

Be part of a Development Team to:

- Deliver active and engaging section meetings to young people
- Undertake events to attract volunteers and young people such as school assemblies, fetes, local open days etc.
- Promote Scouting through different mediums in the area to increase membership.
- Support and run open evenings and taster sessions for adults and young people.
- Recruit adult volunteers
- Mentor and induct new adults in partnership with the Appointments Advisory Committee and Training Team
- Any other duties as may reasonably be required by the Development Team Lead Officer

The person

Experience

- Hold a full driving licence
- Experience of working with adults and young people
- Ability to engage and build rapport with under 18s
- Experience of working with young people in a group setting

Skills, abilities and knowledge

- Confident and proficient in planning and delivering activities for young people
- Work independently of direct supervision
- Work as part of a team
- Provide own administrative support
- Be an effective presenter and communicator with an ability to engage a range of stakeholders
- Understanding of volunteering and a passion for inclusivity

Values and personal qualities

- Confident and able to adjust to different settings
- Be enthusiastic and able to enthuse others
- Be committed to the fundamentals and values of Scouting which will include being willing and able to be a Member of the Scouts

Other Essential Criteria

- Have experience of working with adults and young people
- Must live in the geographical location with the ability to effectively commute around the project area to enable effective support to volunteers
- Able to operate from a home-based office, accepting the constraints this places on personal/family life
- Able and willing to work frequent evenings and weekends



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 year's 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](#).

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 25 October 2021, 23:59.

Video Interviews will be held 2 and 3 November 2021.

Interview format: Online interview. If successful at this stage candidates will be invited to attend a section meeting and run a short activity or game for a group of young people. This will be held on Tuesday 9 November.

If you would to discuss the role in more detail, please contact the recruitment team [here](#)

