



Applicant Information Pack

Area Growth and Development Manager – North of England Permanent Contract

 Home based within the region



Welcome	3
Our strategic plan	4
Our structure	5
The role	6
Key accountabilities	7
The person	7-8
Benefits	10-11
How to apply	12

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

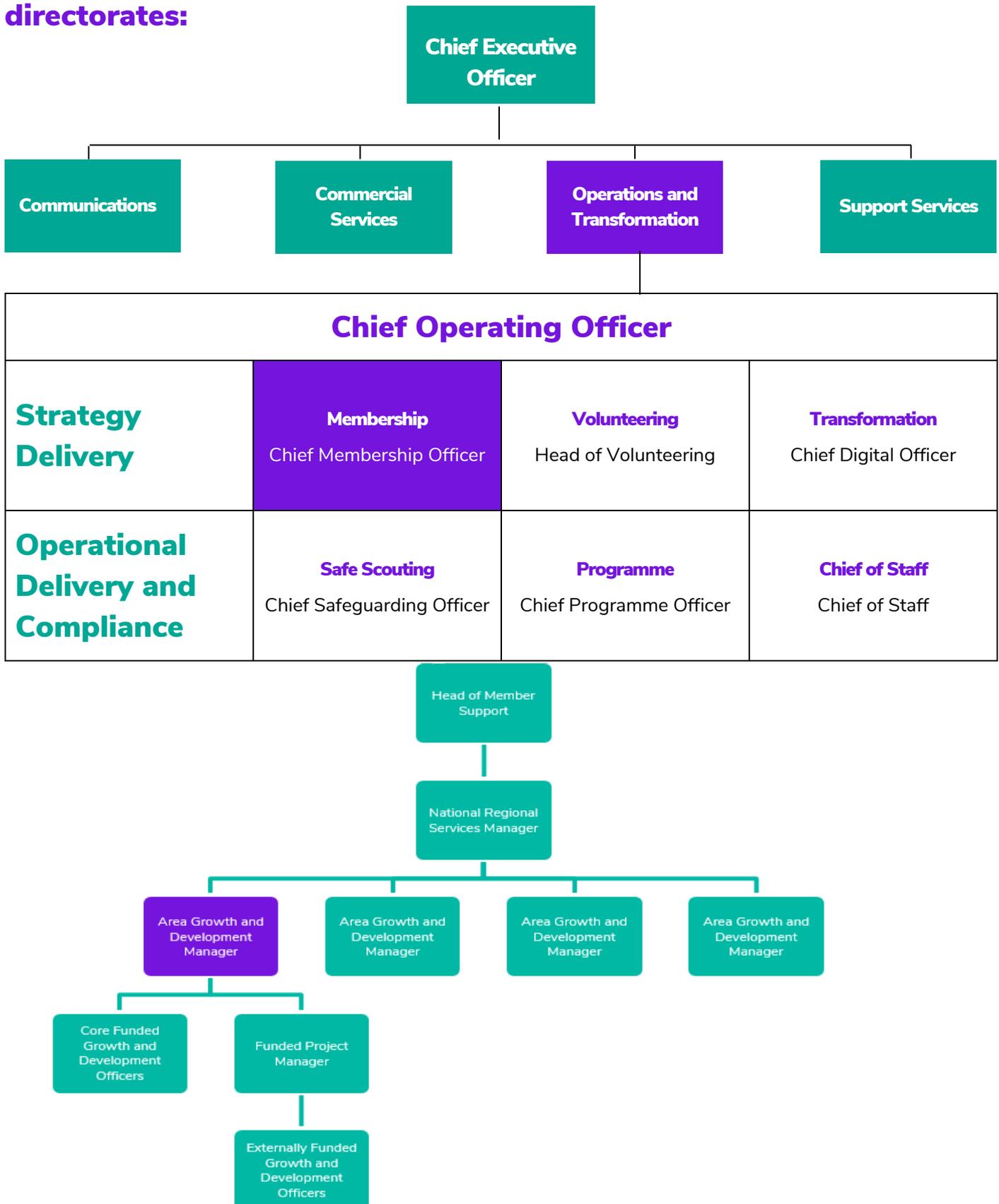
Due to the impact of COVID-19, our Skills for Life strategy has been extended until 2025. The programmes of work that'll help us to achieve this strategy have been revised to: People, Programme, Perception, Digital and Early Years.

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.

<p>Programme</p> <p>A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.</p>	<p>People</p> <p>More, well trained, better supported and motivated adult volunteers and young people, from diverse backgrounds.</p>	<p>Perception</p> <p>Scouts is clearly understood, more visible, trusted, respected, and widely seen as playing a key role in today's society.</p>
<p>Digital</p> <p>Embedding our digital principles and transforming the Scouts experience with better digital tools.</p>	<p>Early years</p> <p>Provide more young people with skills for life through a new section for four and five year olds.</p>	

Our structure

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



The role

Responsible to:	National Regional Services Manager
Department:	Operations, Member Support, Regional Services
Base Location:	Home based within the region
Term:	Permanent
Salary:	£41,304, Band G Level 3
Hours:	35 hours per week (including evenings and weekends)
Line Management Responsibility:	Up to six direct reports, with a wider externally funded team

Core purpose

As an AGDM, you will be leading a team who provide support to local Scouting, providing exceptional quality support and customer service, helping counties and districts achieve their growth and development ambitions and supporting volunteer managers develop Scouting locally. You will ensure high quality support is available to our members, that local Scouting has the right resources in place to help them grow, and ensure any externally funded projects deliver on their objectives. You will form productive partnerships with our local volunteers and help support the wider work of the Regional Services Team, Member Support Department, and Scouting Operations Directorate.

Key accountabilities

- Provide leadership, management and support to the Funded Project Co-ordinator and Growth and Development Officers across the allocated patch, ensuring that they deliver against their designated targets on a wide range of core and funded projects.
- Take responsibility for the effective management (including target setting and performance management) of a Funded Project Co-ordinator (and similar roles) who in turn manage teams of Growth and Development staff.
- Take responsibility for the effective management (including target setting and performance management) of Growth and Development Officers working across the allocated geographic area.
- Provide strategic support for the relevant Regional Commissioners, in particular focussing upon the growth of Scouting within the appropriate Regions. Provide advice and support on the strategic growth and development of Counties and Districts to County and District Commissioners.
- Work in partnership with the relevant Regional Commissioners on the selection and induction of new County Commissioners and Assistant Regional Commissioners for Growth.
- Work with colleagues in Strategic Funding to identify, approach and bring online potential funders and funded projects to attract additional resource to the area
- Work with other staff from Scouting Operations and across Headquarters to plan, promote and implement growth initiatives and projects.

- Represent Headquarters and its departments in the Regions and Counties, advising on trends and issues through regular reports. Contribute to the national debate on the growth of Scouting.
- Manage, administer and maintain an effective home based office, Regional reporting tools and budgets.
- Participate in an on-call rota to provide staff support for critical incidents.
- Provide volunteers with support for critical incidents (excluding Safeguarding issues) and their aftermath.
- Any other duties as reasonably requested by the National Regional Services Manager.

The person

We are looking for a values driven individual who can lead and drive a remotely deployed team, someone who can demonstrate they can deliver on growth targets in the charitable sector, and someone who can engage and support a range of volunteer stakeholders across the regions and country, providing very high quality customer service. Experience of identifying and successfully implementing externally funded projects and delivering on funded projects objectives is critical to the role.

Experience

- An understanding of most, if not all of the following issues: growth, rural communities, urban communities, deprived communities, minority ethnic communities, schools, local authority youth and community service, partnership projects
- A track record of obtaining external funding, running highly effective funded projects and delivering on funded project objectives
- Experience of working with volunteer groups or organisations

Skills, abilities and knowledge

- Able to manage, coach, motivate and support up to 6 direct reports and up to 10 (fte) other members of staff
- Working on a wide range of different and complex projects
- Possess high level of relationship skills to ensure effective relationships with a wide range of people from young people, to Chief, Regional, County and District Commissioners to leaders of faith communities and external bodies
- Manage a diverse workload and reach targets that are set within deadlines
- Able to address staff performance issues
- Advise on project planning and development issues
- Able to support volunteers with critical incident management
- Able to work as part of a wider management team
- Work independently of direct supervision
- Work as part of a team
- Provide own administrative support
- Be an effective trainer

Values and personal qualities

- Be committed to the fundamentals and values of Scouting. Willing and able to be a Member of the Scout Movement
- Be enthusiastic and able to enthuse others
- Be reactive and responsive to the needs of others, especially in critical incident management
- Be a self-starter
- Able and willing to work frequent evenings and weekends
- Able and willing to travel extensively, including spending frequent nights away from home
- Has a full driving licence
- Able to operate from home based office with regard to acceptance of constraints this places on personal/family life
- Live in a geographical location to enable effective management of staff and liaison with volunteers in the relevant Regions



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 from Chingford Station. This service also drops colleagues off to the same location. This service operates through the day and is more frequent at the start and end of the day.

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 apply link on [our jobs page](#).

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.

Closing date for applications – Sunday 7 November 2021 at 23:59

Interviews will be held on Wednesday 17 November in Leeds

If you would to discuss the role in more detail, please contact our [Recruitment Team](#)



INVESTORS
IN PEOPLE

Gold
Until 2022

