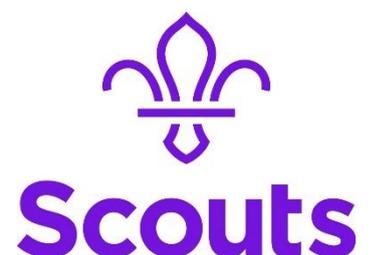




Apprentice Activity Instructor x 3

Fixed Term (13 Months)

 **Hakwhirst, Kielder Water**



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.”



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

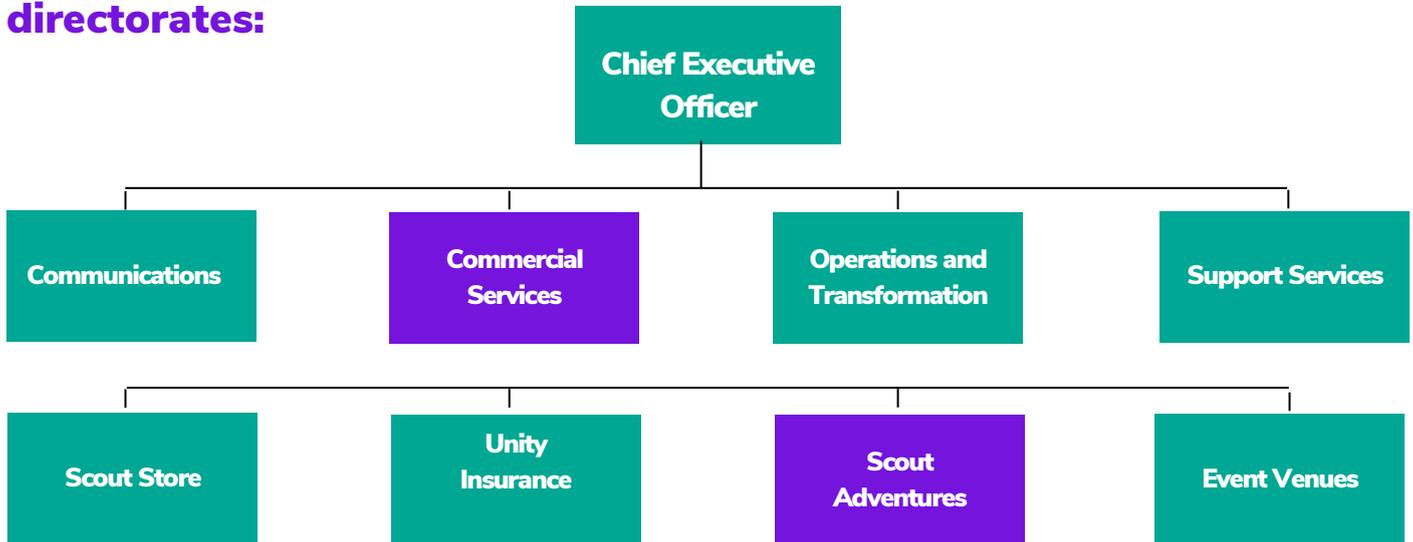
Early years

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

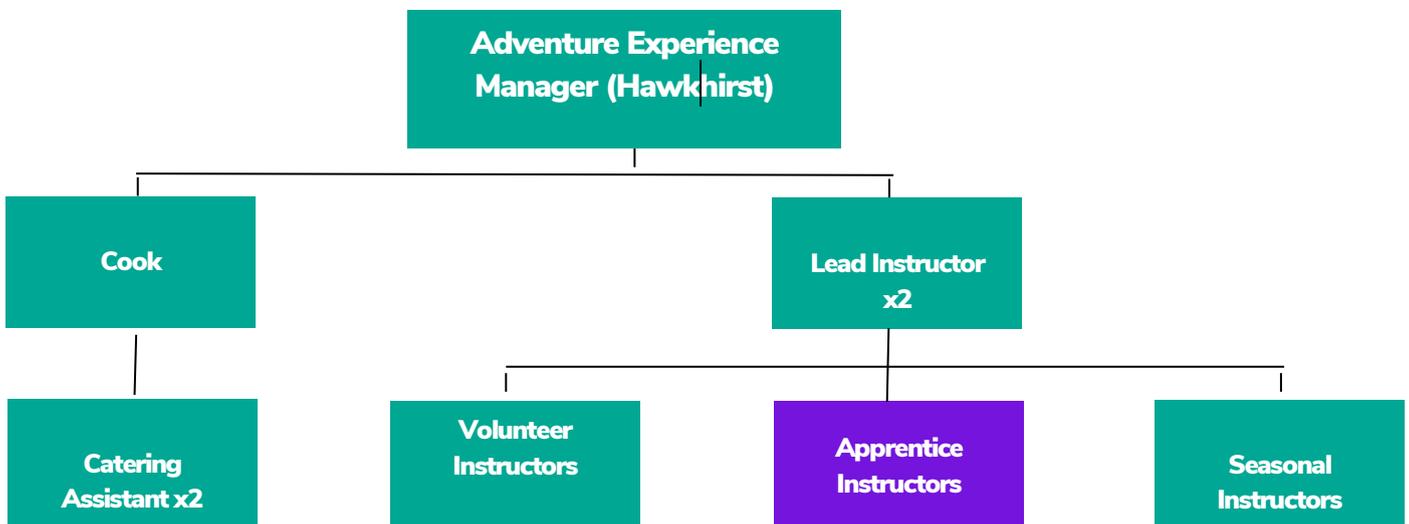
Provide more young people with skills for life through a new section for four and five year olds.

Our structure

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



The Team Structure



The role

Responsible to:	Lead Instructor
Department:	Scout Adventures
Base Location:	Hawkhirst, Kielder Water. This is a live in position.
Term:	Fixed Term (13 Months)
Salary:	£ 9,122.88 per annum
Hours:	40 hours per week

Core purpose

We believe that amazing things happen in the great outdoors. Our Apprentice Instructors inspire, coach and teach hundreds of young people each year in the art of Adventure. Working in some of the country's most inspirational locations this is an opportunity to join the Scout Adventures Apprentice Activity Instructor programme.

Learning by doing is at the heart of the Scouting and that's exactly what you'll be doing – gaining NGB qualifications, a recognised apprenticeship, and bags of experience in a range of adventurous activities from Kayaking to Climbing and Archery to Tomahawk Throwing. Former apprentices have gone on to work in colleges, work as free-lance paddle sport coaches, and work as fully fledged instructors both in our centres, and in the wider industry.

We're looking for someone to join our team who is just as passionate as we are about getting young people outdoors to have an adventure. As someone who wants to go on to a career as an Outdoor Instructor you will ideally already have some personal experience of outdoor activities, and have a clear vision of what you would like to achieve during your year with us and the exciting adventures you might go on to have in the future.

To be eligible for this role you must:

- Be a minimum age of 18 years on start date
- Be a UK Citizen
- Hold a Level 2 in functional skills for English and Maths (or GCSE Grade C/4 or higher), or be able to complete this within the apprenticeship.

You must NOT:

- Must NOT have already have previously completed a Level 3 or higher qualification in Outdoor Instructing (or similar field).
- Must NOT have substantial previous experience working or volunteering as an unstructor.

Key accountabilities

- Undertake an apprenticeship programme of on and off the job training and professional development.
- Work with our customers and centre teams to deliver high quality adventure experiences.
- Assist with the maintenance, preparation, organisation and issuing of equipment.
- Assist in the daily site duties to ensure a functional environment to deliver residential experiences.
- Undertake evening duties on a rota basis, assisting the supervision of groups and provision of evening activities.
- Undertake overnight on-call duties when required, providing a first point of contact for customers in an emergency.
- Assist in ensuring that a safe environment exists for all visitors to the Centre.
- Undertake other reasonable duties as may be required by the Centre Management.
- Contribute to welcoming and supportive ethos, working flexibly when necessary to support colleagues.
- This role will require regular weekend and evening working.

Safeguarding young people

- As a youth focused organisation, applicants agree to comply at all times with the safeguarding rules including vetting and Basic/Enhanced DBS checks.

Training

Included in the Apprenticeship training programme you will receive a full training package. This will normally include:

- Level 3 Outdoor First Aid (16 hour)
- British Canoeing – Foundation safety and rescue training (FSRT)
- British Canoeing Paddlesport Instructor
- Climbing Wall Instructor Training OR Lowland Walk leader training and assessment
- Scout Adventures Belay Instructor qualification (High Ropes)
- Scout Adventures Zip Wire and/or Abseil Instructor Qualification
- Scout Association Archery Leadership permit
- Scout Association Raft Building Leadership permit
- In house training in Tomahawk throwing, Bushcraft, Team Building etc.
- COSHH Awareness
- Fire Safety Awareness
- Food Safety and Hygiene (Level 2)
- Manual Handling Awareness
- Safeguarding (Level 2)

The person

Experiences

- Understanding of how residential outdoor centres work (this could be as a participant)
- Personal experience in at least two of the following activities: hill walking; rock climbing; caving; sailing; kayaking or canoeing, bushcraft, high ropes, target sports.

- Experience of working with young people (this could be in a voluntary capacity as a Leader, Young leader, Coach, Mentor etc)

Skills, abilities and knowledge

- Ability to teach and speak in front of a group.
- Ability to take responsibility for a group of young people and manage their safety.
- Ability to adapt easily to situations and demonstrate a willingness to learn.

Values and personal qualities

- A desire to understand how things work and to proactively seek out opportunities to learn and grow.
- Genuine passion for outdoor education and desire to pursue a career on this field.
- Able to adapt to changing situations, communicate, cooperate with and respect others in the team.
- Has integrity - wants to do a good job every time and wants to do the right thing even when it's not easy to do.



Other Essential Criteria

- The nature of this post and the environment requires significant weekend and evening working.
- The post is a live in, catered position in shared accommodation provided as part of the employment package with no deductions to salary for either accommodation or food.
- A valid driving license would be advantageous but is not essential

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 look after your future. For all employees, the Association has a Group Personal Pension Plan with the Scottish Widows. You will have been automatically enrolled into The Scout Association's Group Personal Pension Plan, contributing 3% of your qualifying earnings. The Scouts will contribute double at 6% of your qualifying earnings on auto enrolment. You can increase your contribution at any point and we will double your contribution up to a maximum of 10% of your 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 – 30 November, 23:59

Interviews will be held between 10am and 3pm on Tuesday the 7 December at Scout Adventure Hawkhurst.

The Apprenticeship will begin on the 10th January 2022.

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



**INVESTORS
IN PEOPLE**

Gold
Until 2022

