



Use your skills to help young people gain theirs.

**Events & Contingents Sub Group
Member (Local Events Sponsor)
applicant pack**



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About us

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. When many young people are struggling to find purpose and belonging, Scouts helps them develop skills, confidence and a sense of hope. We inspire positive futures and help young people find their place in the world by developing the character, employability and practical skills they need to succeed.

'Scouts made me a do-er and a give it a go-er. Made me question and listen and have a wide-open mind. Scouts made me take a deep breath and speak up. Made me think on my feet, made me see the big picture, made me ignore the butterflies and go for it. Scouts made me get back up and try again. Made me think about what's next, and plan for it. Made me jump in, get muddy, give back and get set.'



What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

What do volunteers do?

Helping young people develop skills for life is only possible thanks to our team of adult volunteers, who support Scouts in a wide

range of roles from working directly with young people, to helping manage a local community based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

Our strategic plan

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. Our previous plan, Scouting for All, inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 460,000 young people aged 6-18 (including the highest number of girls in our history) get the best possible start in life.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

Skills for Life

Our plan to prepare better futures 2018-2023

Our vision

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver 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

We will achieve the following goals against our four objectives:

Growth

- 50k more young people
- 10k more Section Leaders
- 5k more Young Leaders

Inclusivity

- The demographic of adult volunteers reflects 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 meet 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.

'We're Scouts and everyone's welcome here – all genders, races and backgrounds. We give 400,000 4-25 year olds the skills they need for school, college, university, the job interview: the skills they need for life.'

Carl Hankinson, UK Chief Commissioner

Our values

Integrity

We say what we mean and when we make a promise, we keep it.

Respect

We listen to others, explore our differences and work to find common ground.

Care

Scouts are friends to all and think of others before themselves.

Belief

We believe passionately in improving the lives and life chances of young people and helping them explore and develop their beliefs and attitudes.

Cooperation

Scouting is about teamwork. We believe that when we work together we achieve more than we can on our own.

Our key policies

All members follow our key policies. The policies cover:

Child Protection

Equal Opportunities

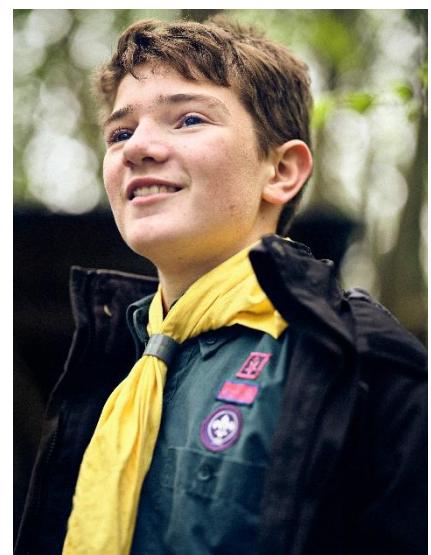
Religion

Safety

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>

Did you know?

- 9 out of 10 parents think their children would benefit from learning skills for life
- 83% of parents think Scouts helps young people develop skills for life
- 9 out of 10 UK adults think Scouts develop empathy
- 9 out of 10 UK adults think Scouts develop active listening skills
- 11 of the 12 people to walk on the moon were Scouts.
- Scouts have stood on the summit of Everest and at the South Pole.
- Scouts are public spirited – all our leaders are volunteers and nearly half (47%) volunteer outside of Scouts too.
- Over 160,000 adult volunteers in Scouting learn new skills, make new friends and make a positive impact in their communities.
- We offer over 200 activities from abseiling and coding to drama and water-zorbing.
- Over a quarter of UK Scouting's membership is female.



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The role

Overview

The Events & Contingents Sub Group is part of the governance for National Scout Events, UK Contingents to World Scouting events, Locally Organised National Events and National/International Scout Active Support events. The Group reports to the Strategy and Delivery Committee of the Scouts.

As a member of the Group you will work with the other members and the Chair to ensure that the terms of reference are carried out. This includes providing scrutiny, challenge, approval and monitoring of events.

This role will be particular focussed on Local Events which include (but is not limited to):

- Locally Organised National Events (LONE)
- International Events and Contingents organised by National Scout Active Support units
- UK Events organised by National Scout Active Support Units
- Facilitating and supporting major events run by Counties/Areas

Role description

Purpose:

- We are looking for someone to join the Events Sub Group. The successful candidate will be responsible for sponsoring, supporting and monitoring Local Events on behalf of the Group.

Responsible to:

- The Chair of the Events & Contingents Sub Group

Responsible for:

- N/A

Key tasks:

- Work with the Event Leads for Local Events, the Volunteer Head of Events and the staff Events team to ensure that proposals for Local Events are well documented, scrutinised and approved by the Events & Contingents Sub Group.
- Ensure Local Events are fit for purpose and meet the needs of participants.
- Align LocalEvents to the Scouts strategy
- Provide support and advice to the Event Leads in the organisation of approved events.
- Monitor the delivery of events against project plans and escalate issues where required.
- Capture and ensure learnings from events are reported on and good practice is documented and shared.
- Ensure all approved Local Events are compliant with The Scout Association's Policies

Time commitment:

The time commitment which this role requires will include:

- attendance at four Events & Contingents Sub Group meetings throughout the year
- occasional attendance at planning and evaluation meetings for specific Local Events

- one to two hours per week to manage administration (primarily email, Teams & telephone calls)
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- The appointment will be for a period of three years, with appointment reviews annually.
- These are voluntary roles and as such are unremunerated, however, reasonable expenses in line with the Scouts Expenses Policy will be paid.
- In common with all national appointments, successful candidates for roles will follow the national vetting process and be asked to undertake some training.

NOTE: Being selected as a member of the Events & Contingents Sub Group will not be a route to participation in any large-scale events or contingents.

Person specification

Communication Skills:

- The ability to:
- communicate effectively, both orally and in writing,
 - participate in discussions,
 - produce high quality written content (working with others),
 - speak and present publicly in a clear, articulate and motivating way,
 - use desktop technology, especially email and video-conferencing, to carry out a range of tasks (confident in Microsoft Word, Excel and PowerPoint)

Practical Experience

- Knowledge of Scouting or be able to quickly assimilate a broad overall knowledge of Scouting's policies & structures.
- Experience of District or County level governance arrangements
- Experience of taking part in a large-scale event(s).

Team Working

- The ability to:
- work in a team,
 - listen to other team members,
 - find compromise and consensus in discussions,
 - and accept and value the opinions of others.

These roles will need to work in partnership with staff and volunteers across the Headquarters team.

Personal Qualities:

- Be approachable and available at all reasonable times,
- have commitment to the Scouts Fundamentals and Values,
- be eager to learn and develop new skills,
- A willingness to collaborate and promote the agreed, viewpoints rather than perpetuate personal views,
- Have sufficient time available for the role, including weekend engagements, sometimes including extensive travel.
- No envisaged barriers to obtaining an enhanced disclosure.



How to apply

Key dates

The closing date for applications is: **December 5th 2021**

Successful candidates will be invited to interview during the **week commencing 13th December 2021** with the first meeting of the committee with new members being held on **Monday 10th January** (evening).

Process

To apply for this role, please complete the [online form here](#).

Further information

If you would to discuss the role in more detail, please contact Events and Contingents Sub Group Chair, Nigel Coopey on nigel.coopey@scouts.org.uk



**THE SCOUT ASSOCIATION
EVENTS & CONTINGENTS GROUP
TERMS OF REFERENCE**

Members

The group shall have a maximum of 9 members comprising:

- Chair (appointed by the Strategy and Delivery Committee for a period of 3 years, and may be reappointed for up to a maximum of 3 additional years)
- 5 ex-officio members who are, because of their roles, sponsors or suppliers for Events & Contingents:
 - The International Commissioner (sponsor, International Events & Contingents)
 - The Volunteer Head of Events (lead volunteer supplier)
 - The Member Operations Manager (lead staff supplier)
 - The UK Commissioner for Programme Assurance (senior volunteer supplier)
 - The Head of Member Support (senior staff supplier)
- 2 members appointed by the Chair to be Event sponsors:
 - UK Events sponsor (including Windsor and other UK Award events)
 - Local Events sponsor (including National SASU Events, Locally Organised National Events (LONE) and support for major local events)

These members:

- must have varied and wide-ranging significant current or recent experience of Scouting, including knowledge of additional needs in young people and adults;
 - must be, or previously have been, a Member or Associate Member of the Association;
 - are appointed by the Chair for a period of 3 years, and may be reappointed for up to a maximum of 3 additional years
- If none of the above are aged under 24 at the time of their appointment, the Chair will appoint a Member or Associate Member of the Association aged under 24 for a period of 3 years

Quorum

50% of the membership (subject to declaration of any conflict of interest).

Frequency

Normally four times each year, to prepare papers for the Strategy and Delivery Committee, and more frequently if required.

Voting

The group will strive for consensus around matters which require a decision. In the absence of consensus, matters arising at any meeting shall be decided by a majority of votes of those present (see Quorum above). In case of any equality of votes, the Chair shall not have a second or casting vote. Instead, the motion must be deemed not to have been carried.

Rights of attendance

The Chair of the Strategy and Delivery Committee, all members of the Trustee Board and the Chief Scout have right of attendance in a non-voting capacity. Any other member of the Strategy and Delivery Committee, by prior notice to and with the permission of the Chair, may also attend in a non-voting capacity.

Remit

The group is responsible to the Strategy and Delivery Committee for:

1. Scrutiny and challenge of proposed UK Events, Locally Organised National Events (LONE), National SASU Events in the UK and Abroad, and International Contingents
2. Approval for Events & Contingents within the limits described below, and recommendations to the Committee for the approval of Events & Contingents beyond the limits described below
3. Support and advice to the sponsors and lead suppliers who, in turn, support and manage the individual organisers and leaders of Events & Contingents
4. Regular monitoring of major Events & Contingents and escalation of serious issues for resolution
5. The sharing of learnings and good practice between the various organisers and leaders of Events & Contingents, including Events managed locally by Counties, Areas and Regions
6. Maintaining capacity throughout the movement to deliver high quality Events & Contingents
7. Recommendations regarding improved governance processes & approval routes for Events & Contingents beyond the approval limits described below
8. Recommendations regarding the overall portfolio of Events & Contingents to ensure that they are relevant, inclusive and accessible to all members
9. Ensuring all Events & Contingents are compliant with The Scout Association's Policies

Limit of Approval

1. This group will assess the risks of each proposed Event or Contingent using the risk matrix attached
2. This group can then approve Events & Contingents which are assessed to have a Low risk profile
3. For Events & Contingents that are assessed to have a Medium risk profile, the Chair will consult with the Chair of the Strategy and Delivery Committee and the Chief Operating Officer. They will decide if it can be approved by this group or must instead be approved by the Strategy and Delivery Committee
4. For Events & Contingents that are assessed to have a High risk profile, this group will scrutinise proposals and then recommend their approval by the Strategy and Delivery Committee
5. The Strategy and Delivery Committee may also seek the additional approval of the Finance Committee for Events & Contingents that they have been asked to approve

Reporting

Minutes of all Committee meetings, or a summary of the Minutes approved by the Committee Chair, will be circulated with any recommendations to the Strategy and Delivery Committee.

Drafted: January 2020

Approved: 23 February 2021

Next review date: TBA

Risk Matrix

Parameter	Low risk attributes & score	Medium risk attributes & score	High risk attributes & score
Number of participants	Less than 100 Score 1	100-500 Score 5	Over 500 Score 10
Duration of event/contingent	1 day Score 1	2-3 days Score 5	More than 3 days Score 10
Duration of project to manage event/contingent	Less than one year Score 1	One to two years Score 5	More than two years Score 50
Location of event/contingent	UK Score 1	European Scout Region Score 5	Other Scout Regions Score 10
Turnover of event/contingent	Less than £20,000 Score 1	£20,000 - £50,000 Score 5	Over £50,000 Score 20
Planned cost to the Association	Zero or income Score 1	Less than £10,000 Score 5	Over £10,000 Score 50
Worst case cost to the Association	Less than £5,000 Score 1	Less than £20,000 Score 5	Over £20,000 Score 50
HQ staff requirement (excluding staff directly funded by project)	None (Volunteers only) Score 1	Up to 0.2 f.t.e. Score 5	More than 0.2 f.t.e Score 50
Have there been similar previous events/contingent?	Yes, regular event Score 1	Yes, once or twice Score 5	No Score 10
Is the organising team experienced with this type of event/contingent?	Yes, have run before Score 1	Yes, have run similar Score 5	No Score 20
Are there reputational risks to the Association?	None can be foreseen Score 1	Possibly Score 5	Quite likely Score 50

Overall event/contingent risk profile scoring:

Total score from matrix	Risk profile	Action
Less than 25	Low	Events & Contingents Group can approve
Between 25 and 50	Medium	Refer to Chair of Strategy & Delivery Committee
Greater than 50	High	Strategy & Delivery Committee must approve