



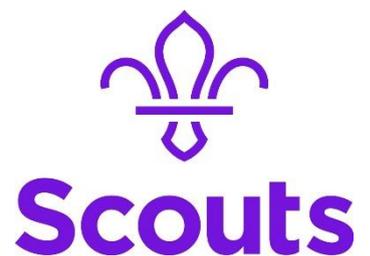
# Safeguarding Officer

Permanent



**Scout Headquarters**

**Gilwell Park, Chingford, London**



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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

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**“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**

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

#### 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

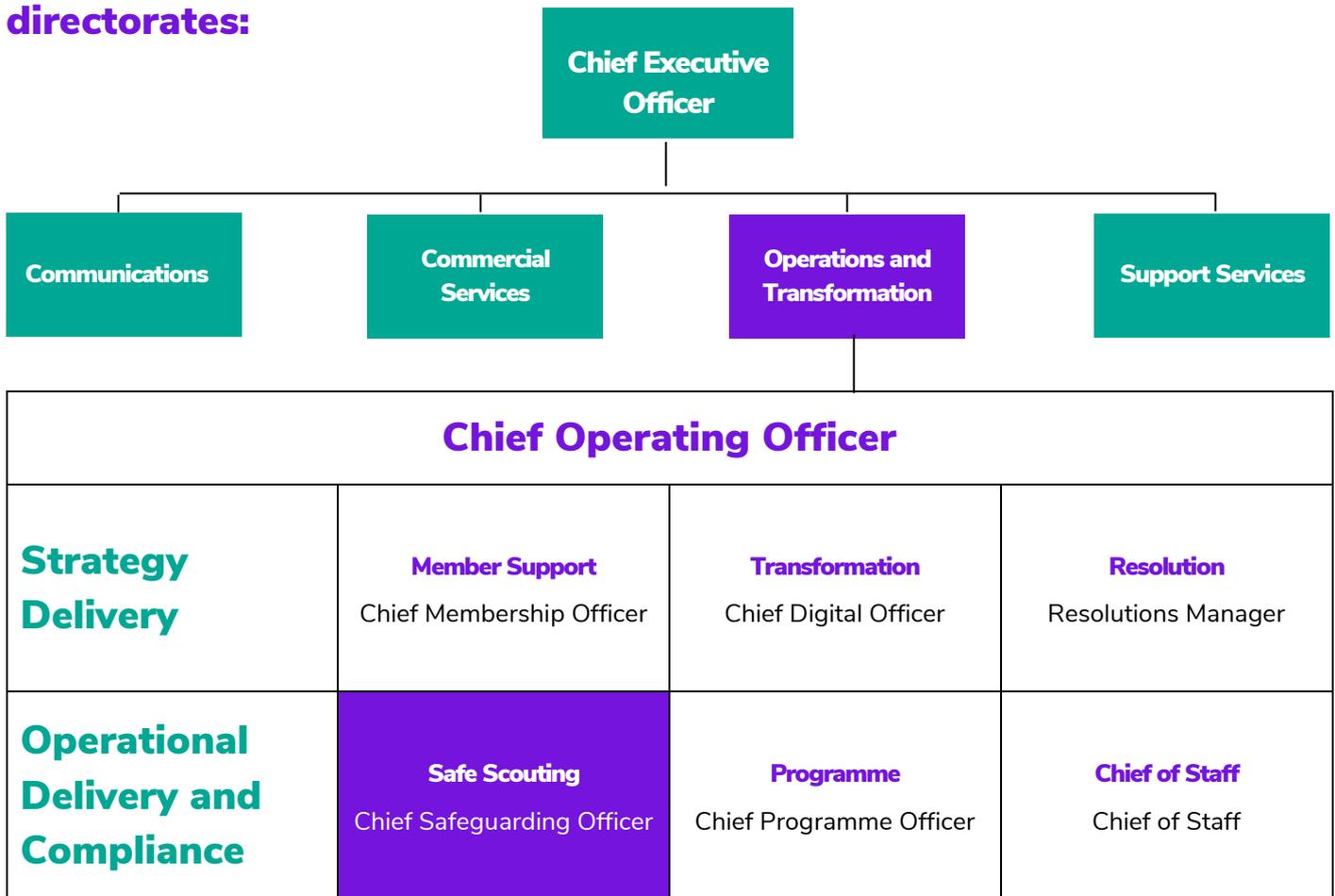
Embedding our digital principles and transforming the Scouts experience with better digital tools.

#### Early years

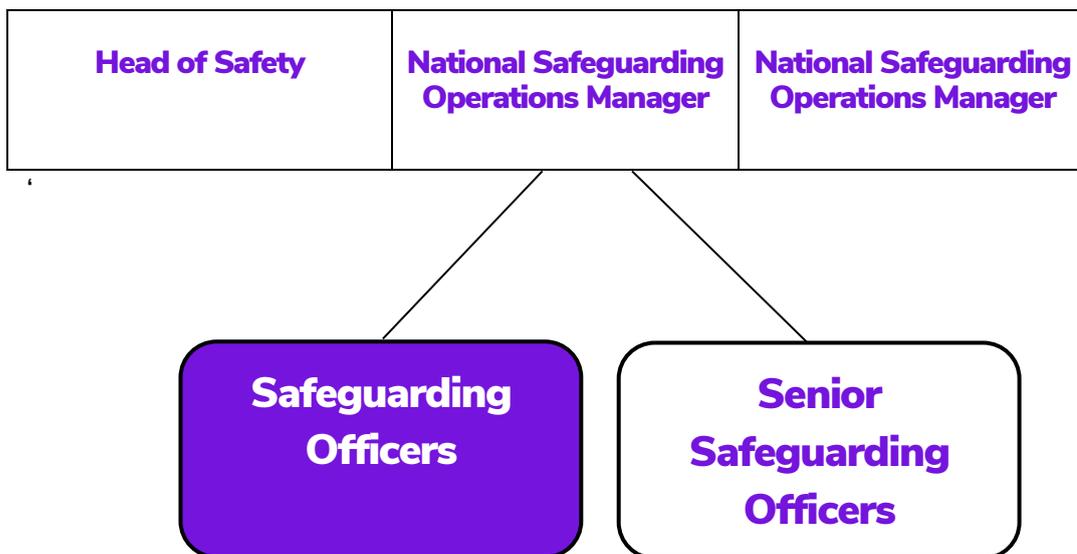
Provide more young people with skills for life through a new section for four and five year olds.

# Our structure

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



## Safe Scouting



# The Role

<b>Responsible to:</b>	National Safeguarding Operations Manager
<b>Department:</b>	Safeguarding, Operations and Transformation
<b>Base Location:</b>	Gilwell Park, Chingford, London, E4 7QW
<b>Term:</b>	Permanent
<b>Salary:</b>	£36,026 per annum, Band F, Level 3. Inclusive of outer-London weighting allowance
<b>Hours:</b>	35 per week

## Core purpose

We are seeking to appoint a Safeguarding Officer to join the team working on safeguarding, welfare and vetting cases as part of the delivery of Safe Scouting across the UK. The post is at Gilwell Park, London.

As part of the Safeguarding Team, you will be responsible for giving support and advice to local volunteer managers in responding to concerns or complaints affecting the safety and welfare of young people; for progressing safeguarding concerns and making the necessary referrals to statutory agencies where required.

## Key accountabilities

- Assess safeguarding allegations made against those involved in Scouting's work including young people
- Assess suitability of leaders where adverse information is shown on disclosure checks
- To operate within statutory guidance (UK wide) in relation to adults who hold a Position of Trust
- Provide support and guidance to senior volunteer managers to enable them to implement a local response to concerns and allegations regarding adults and young people in Scouting, including supporting the suspension process
- Make referrals to statutory or professional agencies in respect of allegations against adults and young people in Scouting
- Support risk assessment/procedures for ending period of suspension/ensuring suitability regarding adult and youth members
- Assess all concerns received relating to 'children in need': bullying, self-harm, and welfare concerns
- Inform and advise the parents/carers of children subject to referrals
- Attend multi agency meetings
- Requirement to be on-call for the Safeguarding emergency out of hours' service and to work out of hours
- Help to run and present at volunteer manager training days across the UK

# The person

## Experience

- Relevant experience and/or professional qualification in safeguarding/child protection
- Knowledge of the Scout Movement and its operational structures
- Understanding, acceptance of fundamental values of Scouting
- Knowledge of the Disclosure Bodies' processes

## Skills, abilities and knowledge

- Good interpersonal skills
- Effective communication skills
- Ability to undertake assigned tasks within deadlines
- Able to work within a team
- Ability to work on own initiative
- Advising on a range of child protection, safeguarding and 'children in need' issues
- Experience of making referrals to statutory agencies
- Experience of communicating with parents and carers regarding complex situations
- Maintaining strategic partnerships with other agencies
- Use of Information Technology
- Attention to detail and accurate office administration
- Ability to make risk assessments

## Values and personal qualities

- Committed to delivering a high quality customer focused service
- Want to ensure responsive and genuine engagement with internal and external stakeholders which will both challenge and support
- Considerable discretion and independence to act under general guidance but refers to higher levels for policy and professional decisions
- Show calmness under pressure
- Excellent communicator
- Ability to keep sensitive information confidential
- Personable and approachable manner
- Self-starter and ability to work on own initiative
- Open minded, flexible and articulate

## Other Essential Criteria

- The role will include out of hours working and being on-call
- The post holder may be required to travel within the UK and Internationally

### **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 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 Scouts 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 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

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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 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 5 December, 23:59.**

**Interviews will be held on Thursday 9 December 2021 and Monday 13 December 2021.**

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



INVESTORS  
IN PEOPLE

Gold  
Until 2022



Scouts