



Training Coordinator

Hybrid working (Home with travel to Centres)

Contract:

- **Permanent role (1)**
- **Fixed term role 12 months – maternity cover (1)**



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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 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
- Religion
- Equal Opportunities
- 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.

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.





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	People	Perception
A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.	More, well trained, better supported and motivated adult volunteers and young people, from diverse backgrounds.	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.

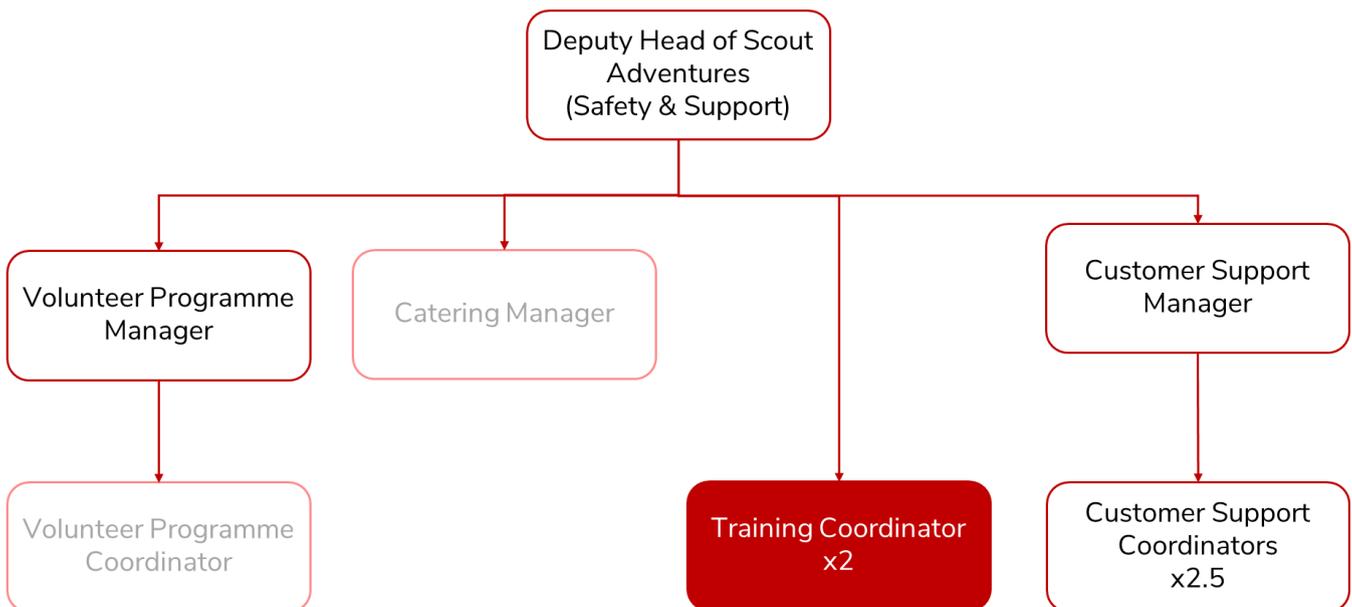
Provide more young people with skills for life through a new section for four and five year olds.

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



Job Description – Training Coordinator

Role description

Responsible to:	Deputy Head of Scout Adventures (Safety and Support)
Department:	Scout Adventures
Base Location:	Hybrid working split between home and travel to our centres, with one centre designated as the base location.
Term:	Permanent role (x1) Fixed term role 12 months– maternity cover (x1)
Salary:	£25,134 per annum, band D, level 3
Hours:	40 hours per week

Core Purpose

We believe that amazing things happen in the great outdoors. Our training team inspire, coach and teach our volunteers, instructors and Lead Instructors who go on to work with thousands of young people each year in the art of Adventure. Working across our English centres in some of the country's most inspirational locations this is an opportunity to join the Scout Adventures team. Learning by doing is at the heart of Scouting and that's exactly what you'll be helping our teams to do.

We're looking for Training Coordinator to join our team who is just as passionate as we are about developing skills for life. The Training Coordinator will primarily be responsible ensuring that our volunteer programme and apprentices receive a quality training programme each year, as well as coordinating the delivery of our customer focussed training courses. As an experienced practitioner they will also have the tools to support and mentor staff working as trainers at our centres – supporting them to develop and maintain both their technical and training skills.

To be the Training Coordinator it is essential that you have the skills to support our team to thrive. We would welcome applications from those with a blend of organisational skills and training experience, as well as a solid understanding of the practical side of outdoor education.



Key Accountabilities

Coordination of volunteer training

- Coordinate the logistics of initial training courses for our 120+ international volunteers each year, and work with centre teams to ensure effective plans for ongoing training.
- Liaise with centres to establish their external training needs – including NGB courses, ropes assessments, First aid, CPD Courses etc. – and then book providers and oversee course logistics.

Coordination of customer training courses

- Collaborate across teams to create an annual plan of customer facing adult training courses. Work with centres to develop programmes, resources and capabilities to deliver this programme.
- Coordinate the logistics of customer courses and act as a single point of contact for both Customer Support Coordinators and course providers to ensure clarity and consistency for courses.

Coordinate the apprenticeship programme

- Coordinate the annual recruitment and selection of apprentices at centres. Take a leading role in overseeing and developing the apprenticeship programme across our centres.
- Support line managers and individual apprentices in the ongoing completion of the apprenticeship, coordinating training opportunities, and coaching individuals where needed.

Development of training content and team

- Complete a rolling review of training content, provide train the trainer courses, and evaluate the effectiveness of training, ensuring systems, resources and people are prepared to deliver.
- Work as a training advisor for staff with training responsibilities – supporting them in their continued professional development, and towards achieving the staff Scout Woodbadge.
- Support the management of documentation related to the delivery of adventurous activities (manuals, training plans), work with centres to monitor the effectiveness of training and resources.
- Other support of the Scout Adventures operation as required.

Safeguarding young people

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



Person Specification

Skills and abilities

- Confidence to manage and prioritise own workload within agreed objectives.
- Ability to work on multiple work streams, prioritising work effectively as required.
- Able to act decisively and calmly when things change, adapting plans to the situation.
- Competent in the use of computer systems including MS Office and Teams.
- Able to reflect, critically evaluate success and act on lessons learnt.

Knowledge and Experience

- Significant experience in a similar setting (Outdoor centres, education, etc.)
- Significant experience of planning, developing and delivering training.

Values and personal qualities

- A skilled collaborator, able to use the skills of those around to deliver the best overall product.
- Comfortable and able to adapt to different working environments as needed throughout the year – blending time spent home working with time spent with teams on centres.
- Understanding and belief in outdoor education and the core purpose and values of the Scouts.
- Attention to detail and completion, with a focus on promoting the quality and consistency of work.
- Reflective and proactive in managing own learning and development.

Other essential criteria

- Able to occasionally work evenings and weekends in busier periods
- Willingness to travel and spend significant amounts of time away from home.
- A full driving license



Benefits

We've got some great benefits

Holiday Entitlement: On top of your generous 25 days annual leave we give you up to three extra days off between Christmas and New Year. And that's not all, holiday goes up to 28 days after 2 years' service and 32 days after 5 years' service (pro rata for part time staff)

Looking after your health and well-being

Simply Health scheme: Optical, dental and many more appointments covered, as well as great gym and family days out discounts.

Sickness absence: Once you're three months in, we have generous sickness pay, above the statutory.

Looking after your future

Pension Scheme: We look after your future. 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.

Looking after your family: Your loved ones will receive four times the basic salary if you pass away while employed by us.

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.

Start and finish time: Employees can apply for some flexibility on their start and finish times of work.

Remote Working: We allow the flexibility to work from home. Days to be agreed with Line Manager.

Making your money go that little bit further

Scout Store purchases: You can buy Scout Store merchandise with a discount of 25% on certain items.

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: <https://www.scouts.org.uk/about-us/policy/recruitment-selection-policy/>

You can read more about working at Scouts here: <https://scouts.org.uk/about-us/jobs/working-at-the-scouts/>

We would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form. Our Equal Opportunities policy can be found here: <https://www.scouts.org.uk/por/2-key-policies/equal-opportunities-policy/>

The closing date for applications is **24th January, 23:59**.

Interview are expected to be held at **Gilwell Park in early February**.

If you would to discuss the role in more detail, please contact Recruitment@Scouts.org.uk



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