

We need leaders who can inspire our team so we can provide more young people with skills for life.



Head of Inclusive Growth

Two Year Fixed-Term Contract

Applicant Information Pack



INVESTORS IN PEOPLE™
We invest in people Gold



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Hello, it's you we're looking for.

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

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

Carl Hankinson, UK Chief Commissioner



Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levy Roots (third from left) with our Scouts at 10 Downing Street, London UK

You'll be helping change young people's lives. But what else is there for you?

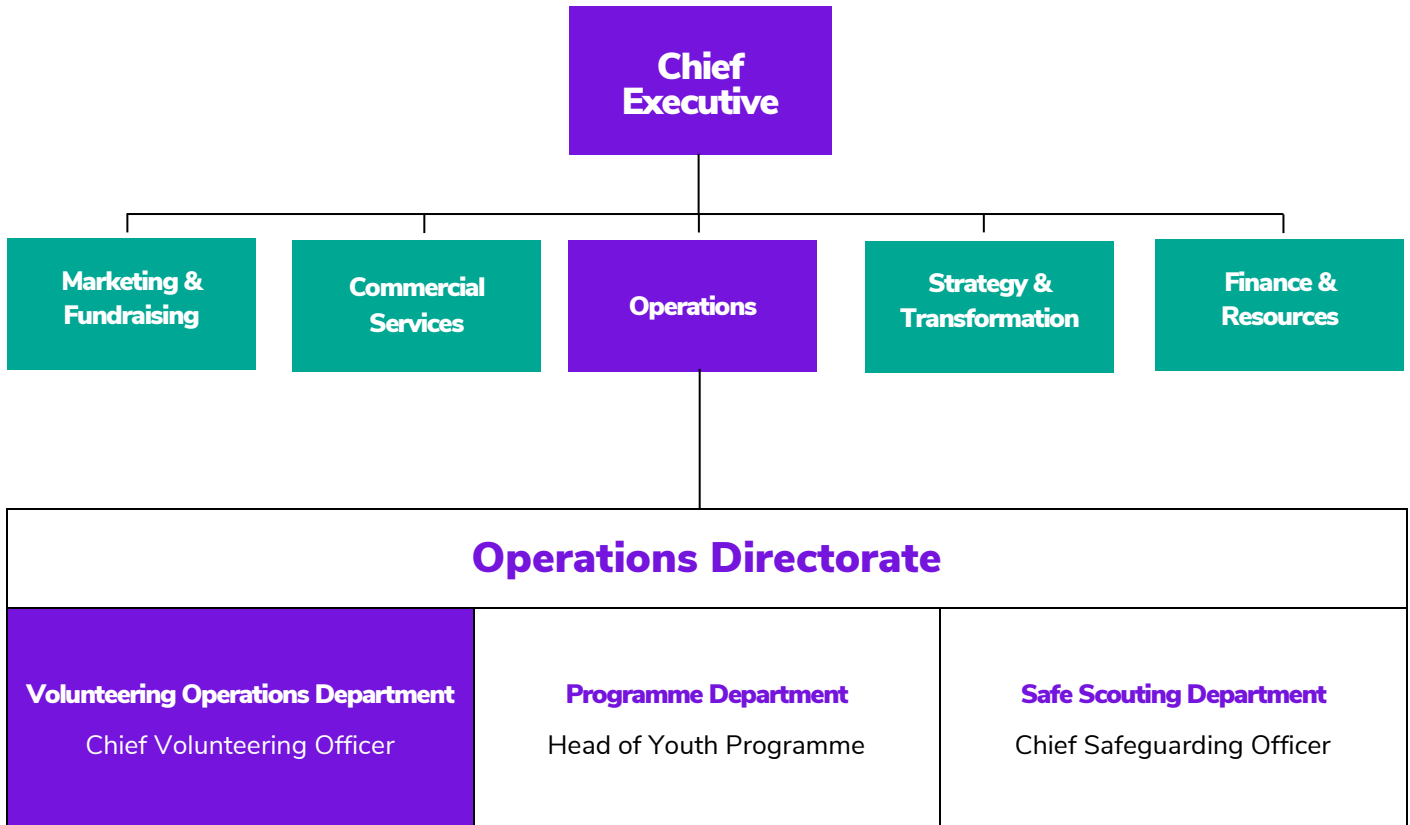
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32 days after five years (and we don't insist you go camping)
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office at Gilwell Park, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think Google offices with tents!) creating a great informal environment for meeting and working – this'll be opening soon

Want to know more?

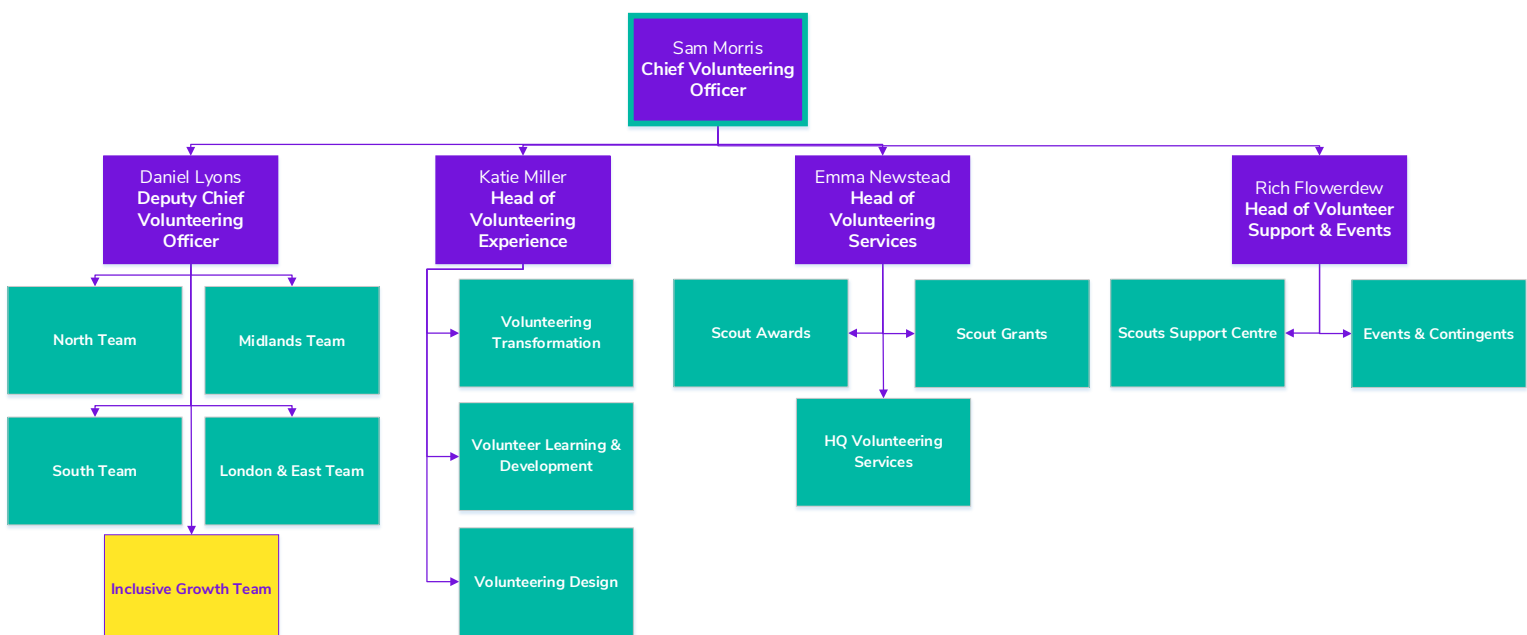
Check out our [benefits page](#)

How we're structured

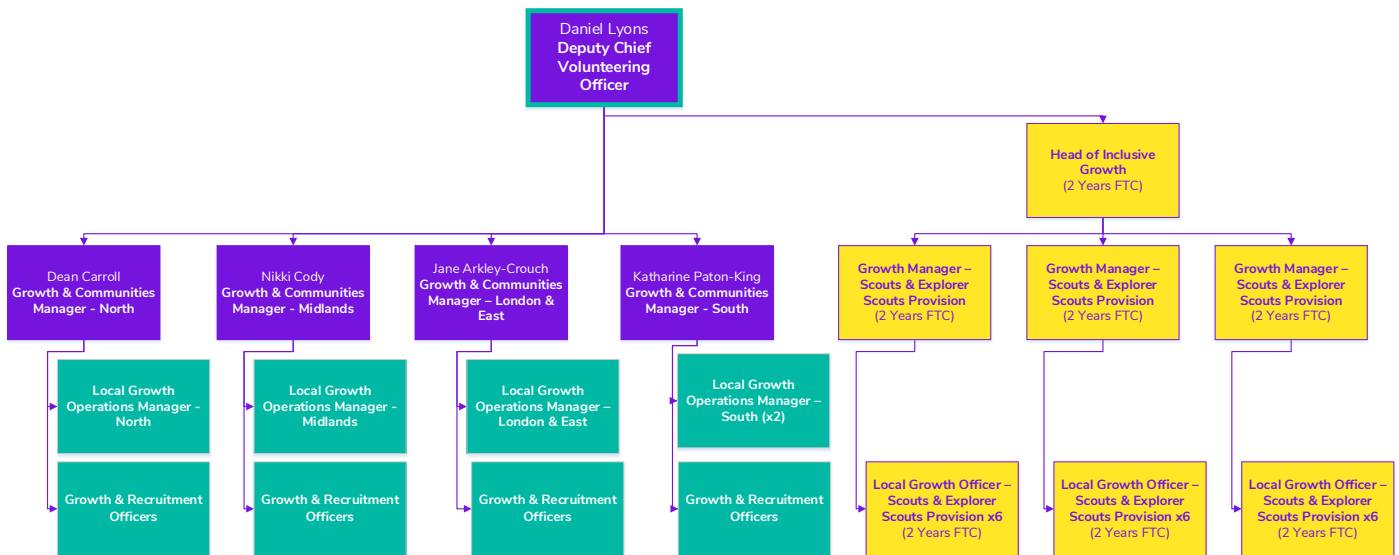
Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



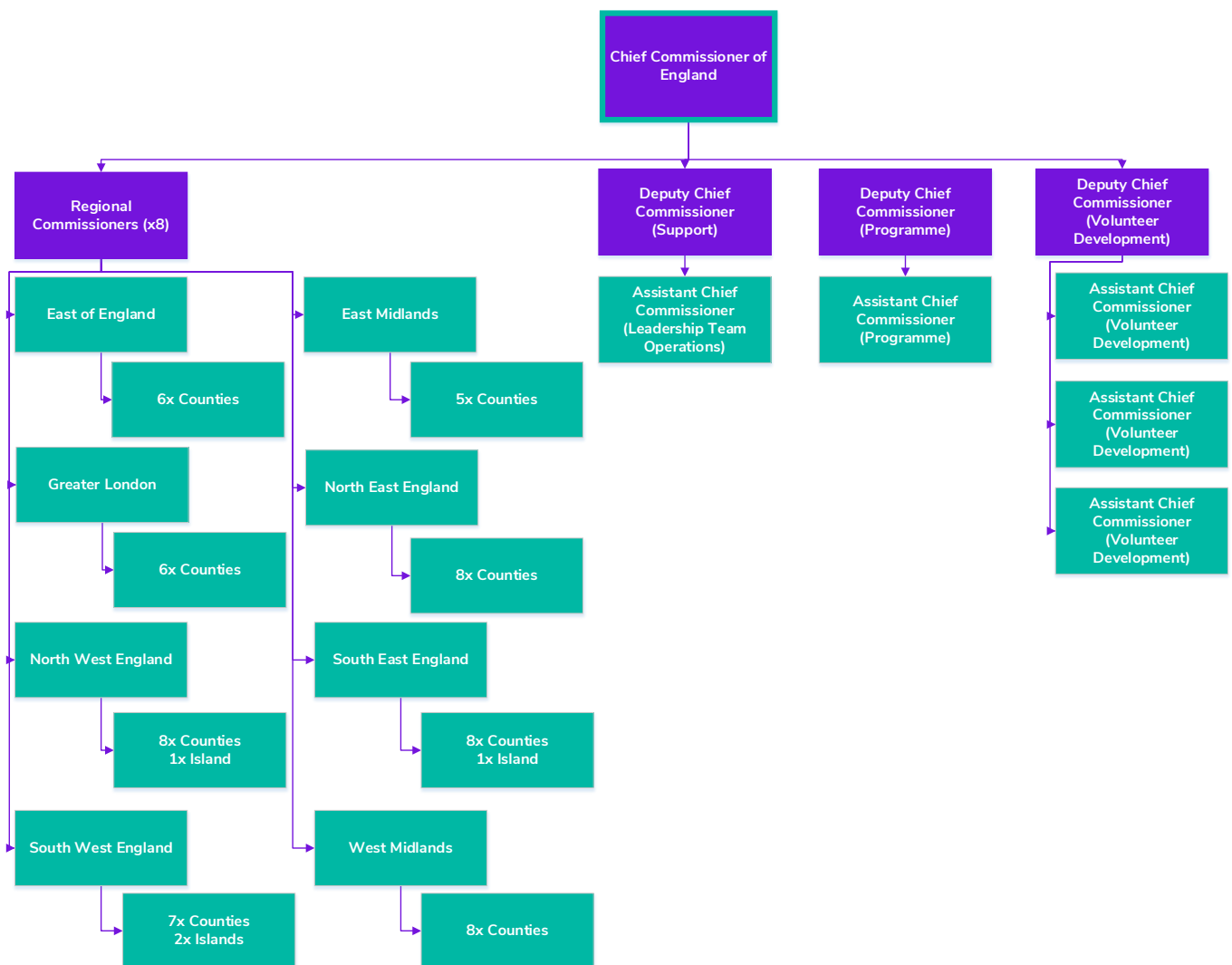
Volunteering Operations Department Structure:



Growth & Communities Team Structure:



Our England Lead Volunteers Team Structure:



Introducing the Volunteering Operations Department

The Volunteering Operations Department is all about our volunteers and the volunteering experience, comprised of three teams, we work collaboratively with staff and volunteer colleagues across Scouts' UK Headquarters to provide the resources, advice and services which drive inclusive recruitment and retention of volunteers and youth members for Scouts to grow across the UK. We work in partnership with our UK Headquarters volunteer colleagues (Lead Volunteers, Commissioners and Trustees) to provide the infrastructure and resources to ensure we provide a brilliant volunteering experience for our 140,000 adult volunteers who deliver Scouting activities to young people day in day out.



Sam Morris
Chief Volunteering Officer

We are organised across three main teams; our Growth & Communities Team support lead volunteers to be effective in their roles and works across England to grow our membership by setting up new Scout Groups; our Volunteering Services Team provides all of our front-line day to day volunteer services including our scouts support centre, grant funding for local Scouting, volunteer awards, support for our UK Headquarters volunteers as well as the national and international events that we manage at a UK level; finally our Volunteering Experience Team are responsible for the design and development of the way volunteering looks and feels at the Scouts, maintaining and producing key resources and policies, as well as leading our current transformation work to improve our overall volunteering experience.

If you're someone who loves to throw themselves into everything going on across the organisations you work for then the Scouts and specifically our Department is a great place for this, with such a wide variety of different work and activities going on all the time across our teams there are a lot of opportunities; from contributing to new ways of working, supporting at events we run and sharing knowledge and experience of working with volunteers with our wider staff and volunteer teams across the Scouts. We have a friendly and social team of people and we work hard to make sure our remote-based colleagues feel included and part of our wider team, whether that's through informal social activities or our regular face to face department days.

If you're looking for your next challenge with a team of talented, passionate and fun people, committed to making a difference for young people within a values-based culture then we'd love to hear from you.

We're the Growth & Communities Team.

You can inspire our team to be the best they can be.

Through the incredible efforts of our volunteers and staff team we are helping more young people gain skills for life. We offer young people skills, friendship and a powerful sense of belonging. We offer a great programme, create new spaces for young people to join, and recruit new volunteers to support them. We have grown in the last year but there's much more to do with 90,000 young people on waiting lists who are missing out on the opportunities we offer.

Our team achieves growth by working with local communities to open new provision across England. We induct and coach volunteer managers, create growth resources and online toolkits, deliver workshops and use a community based approach to open new provision, connect communities and build a stronger society. We're curious, passionate and tenacious about making sure new provision **reaches young people from all backgrounds**. This role is critical to achieving our ambition of opening 500 more sections in low income communities and attracting members from Black, Asian and Minority ethnic families. With that in mind, we are keen to ensure that our team is representative of the communities we serve, so encourage applications from people from Black, Asian and minority ethnic backgrounds.

We secure partnerships that unlock new resources and funding for Scouting to grow and thrive. We help volunteers change lives, and we make no apologies for taking that seriously.

We have fun, and we're flexible. Our team is full of great people who want to enjoy their time at work. We trust our people to work in a way that makes their personal lives easier but still gets the job done. It doesn't happen often, but when things are tight we pull together to put in the extra time to get the job done.

We work hard to keep ourselves, and people around us, at our best. Whether it's taking the time during working hours for professional development, or making sure we call out amazing work by our colleagues, we help our people to succeed.

We celebrate working in partnership with volunteers. We're conscious of just how much time and energy local volunteers give to Scouting, and so think carefully about balancing getting things done, with doing things in the right way. Partnership, engagement and thinking a few steps ahead are all part of the job.

Thanks to the Uniformed Youth Fund from the Department for Culture, Media and Sport, we are expanding our team to further our work over the next two years. As the Head of Inclusive Growth, you'll be responsible for ensuring that by 31 March 2025, we have created 7,220 new places for young people ages 10 – 18, and 1,266 places for adult volunteers in areas of deprivation (IMD 1-5) and areas eligible for the Youth Investment Fund in England where we have waiting lists. You'll achieve this in collaboration with colleagues from across the movement, while directly leading a dispersed team of three Growth Managers, each of whom will manage a team of six Local Growth Officers.

Without exception, our team is full of passionate, talented and caring people. We achieve amazing things. And we would like you to join us.

Daniel Lyons
Deputy Chief Volunteering Officer

About the role:

Head of Inclusive Growth

Responsible to:	Deputy Chief Volunteering Officer
Directorate:	Operations
Department:	Volunteering Operations
Function:	Growth & Communities
Base Location:	Gilwell Park, Chingford, London or Home Based with regular travel to Gilwell Park (at least monthly)
Term:	Fixed Term for Two Years
Salary:	£57, 000 per year (+ car allowance)
Hours:	35 hours per week
Line Management Responsibility:	3x Growth Managers (plus circa. 18 Local Growth Officers within the wider Growth & Communities Team)
Budgetary responsibility:	Responsible for managing agreed income/expenditure budgets within agreed authority limits.
Internal Relationships:	England Leadership Team, Regional and County Commissioners in England; Executive Leadership Team; Heads of Departments; People & Culture Team, Headquarters staff; and staff in Devolved Nations, Strategic Fundraising Team
External Relationships:	Equivalent senior staff in organisations from the wider voluntary/third sector; suppliers and contractors for services, funders
Regulated role:	Yes – an Enhanced DBS check is to be completed as per The Scouts Association’s Recruitment and Selection Policy

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Core Purpose of the Role

The Head of Inclusive Growth, working in partnership with volunteer colleagues, is responsible for leading our operational delivery to achieve our inclusive growth ambitions so that more young people from underrepresented communities can benefit from Scouts, led by volunteer leaders who represent the adult populations of the communities we work in. The Head of Inclusive Growth is responsible for ensuring we deliver the targets for creating new places for young people aged 10+ agreed by our external funders through a team of Local Growth Officers in England as well as programme managing our internally funded project to grow in lower income communities across the UK.

Key accountabilities

- Meeting agreed targets for growing Scouting's membership of 10+ young people in identified areas within England by leading our externally funded remote teams of Local Growth Officers making best use of volunteer and staff expertise to harness available opportunities.
- Managing our internally funded programme for inclusive growth to create more places for young people in lower income communities across the UK, working collaboratively with Local Growth Operations Managers within the Growth & Communities Team as well as growth teams in the devolved Nations to ensure agreed targets are met.
- Working collaboratively with Growth & Communities Managers, Local Growth Operations Managers and the Deputy Chief Volunteering Officer to lead the Growth & Communities work in a consistent and joined-up approach across the country.
- Playing a leading role in the Scouts' approach to volunteer recruitment and inclusive membership growth across the UK.
- Working with the Regional and County Commissioners (our lead volunteers) in England to ensure a partnership approach between staff and volunteers responsible for driving and achieving inclusive growth which enables us to meet our external funding targets.
- Ensuring our externally funded Local Growth Officers are fully engaged with and able to represent and advocate for UK Headquarters with volunteers within Counties, Districts and Groups.
- Collaborating with strategic funding colleagues to ensure timely and high quality reporting for our external funders.
- Contributing as a key member of the Growth & Communities Leadership Team and a Volunteering Operations Department manager.
- Fostering a collaborative culture across the Growth & Communities Team, as part of the Volunteering Operations Department so that staff feel part of one UK Headquarters team and local volunteers receive an efficient, high quality joined up service.
- Providing consultancy and advice as appropriate to staff and volunteers in Northern Ireland, Scotland Wales around volunteer recruitment, induction and membership growth.
- Providing reports and delivering presentations on all aspects of these accountabilities to Executive Leadership Team, Leadership Forum, UK Leadership Team, England Leadership Team and Board Committees as required.
- Participate in an out of hour's on-call rota with other managers within the Growth & Communities Team to provide frontline leadership for critical incidents.
- Deputising for the Deputy Chief Volunteering Officer where required on matters relating to growth and volunteer recruitment with external and senior internal stakeholders, including Board committees.
- Any other accountabilities commensurate with the general level of responsibility of the post.

About you

Skills and abilities

- Ability to co-create and implement effective plans to achieve agreed organisational objectives and to make clear, informed and timely decisions
- Excellent communication and interpersonal skills to enable successful influencing, listening and negotiating with others
- Excellent planning and organisational skills with the ability to manage and deliver a diverse workload and projects whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders
- Ability to lead and manage a large team, managing performance effectively, setting clear expectations and objectives, managing competing priorities and balancing differing needs
- Ability to develop and sustain effective productive stakeholder relationships internally and externally
- Ability to manage resources (human and financial) in the most effective way to deliver on agreed organisational objectives

Knowledge, experience and qualifications

- Demonstrable record of achievement in a leadership role within an organisation of comparable size, scope and complexity
- Knowledge and understanding of methods to increase engagement and meet agreed outcomes across a range of internal and external channels (e.g. telephone, email, web support, live events).
- Experience of effectively developing high performing teams whilst instilling a strong sense of accountability and empowerment in a values based culture
- Education, training and continual professional development relevant to the scope of responsibilities of the Head of Inclusive Growth role
- Experience of service delivery design and management in an organisation of comparable size, scope and complexity.

Personal qualities

- A self-aware, positive and approachable leader
- An effective leader who is assertive, energetic, determined, robust and sufficiently resilient to cope with the demands of the role
- An excellent role model who promotes high standards of integrity, and commands trust and confidence from others
- Open, confident and collegiate with the ability and willingness to challenge constructively, and to receive challenge, and to work effectively at senior levels internally and externally
- Able to maintain an up to date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement

Other essential criteria

- Full UK driving licence
- Able and willing to work frequent evenings and weekends (approx. 10 weekends or part-weekends per year)
- Able and willing to travel extensively, including spending frequent nights away from home

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via the Smartsheet link on [our jobs page](#) by **11:59pm on Monday 29 May 2023**.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Telephone Interviews will be held week commencing Monday 5 June 2023

Interviews will be held week commencing Monday 12 June 2023 in person at Gilwell Park, Chingford, E4 7QW

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact recruitment@scouts.org.uk to set up a call or virtual meeting.

