



Scouting Operations Officer (Skills and Training)

Applicant Information Pack

Welcome	3
Our strategic plan	4
Our structure	5
The role	6
Core Purpose	7
Key tasks	8
The Person	10
Summary Terms	11
How to apply	12

Welcome

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

Each week we give almost 40,000 young people in Scotland the opportunity to enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians.

We believe in bringing people together. We celebrate diversity and stand against intolerance, always. We're a worldwide movement, creating stronger communities and inspiring positive futures.

Having just launched a new strategic plan, Skills For Life: Our plan to prepare better futures, this is an incredibly exciting time for Scouting, in Scotland. We welcome talent from all backgrounds and your contribution to help even more young people succeed in life.



Our values

- Integrity
- Respect
- Care
- Belief
- Cooperation

Skills for Life

Our plan to prepare better futures in Scotland 2018-2023

Our vision

By 2023 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

By delivering this plan we will achieve the following goals against our four objectives:

Growth

- 5,000 more young people
- 1,000 more Section Leaders (including Assistant Section Leaders)
- 200 new Sections
- 500 more Young Leaders

Inclusivity

- Scouting membership reflects society in Scotland, especially, but not exclusively, in areas of deprivation, remote and rural areas and in new communities

Youth Shaped

- Young people shaping their Scouting experience, with 50% of Groups and 75% of Districts and Regions earning Youth Approved Awards

Community Impact

- 50% of youth members taking part in community impact project
- 50% of young people achieving top awards.

Our three pillars of work

To support the Movement to achieve these objectives, we will focus on three pillars of work

Programme

A fun, enjoyable, high quality programme consistently delivered and supported by simple tools.

People

Scouting will be delivered to more young people from different backgrounds by more, well trained, better supported, motivated adult volunteers from different backgrounds.

Perception

Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

Our Impact

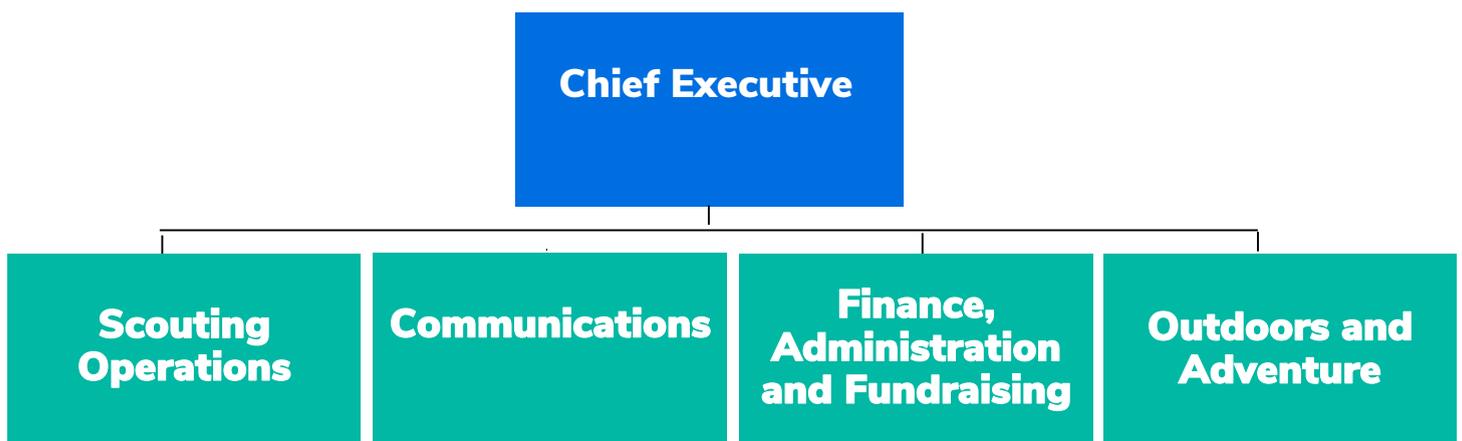
Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week, throughout the UK, 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. In Scotland, we have continued to grow for 13 consecutive years. Scouting achieves remarkable things. Our previous strategy inspired over 30 new groups and sections to start in areas of deprivation, and we now help almost 39,000 young people (including 7,000 girls) in Scotland get the best possible start in life. It inspired social action and enabled young people to make a positive contribution in their local communities with over 500 community impact projects. Our adult volunteer numbers are at record levels. We have empowered young people to shape their movement, with the introduction of a youth involvement strategy and a Youth Approved scheme, which recognises meaningful youth involvement.

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.

Our Structure

Scouts Scotland is based at Fordell Firs, Hillend, Dunfermline, and is operationally divided into four teams



The role

Responsible to: Head of Scouting Operations

Department: Scouting Operations

Base Location: Scouts Scotland, Fordell Firs, Dunfermline, KY11 7HQ

Term: Permanent

Starting Salary: £25,000 - £28,000

Hours: 37 per week

Internal Relationships:

- Head of Scouting Operations and Scouting Operations Staff Team
- Senior Leadership Team to include Chief Executive and Heads of Communications, Outdoors and Adventure, Finance, Administration and Fundraising
- Scotland Commissioners, Advisers, Chairs of Committees and other Team members as appropriate
- Region and District Personnel as appropriate
- Staff at Scout Adventures Centres in Scotland
- Staff and volunteers of The Scouts (Gilwell Park)

External Relationships:

- External organisations with a focus on the development of skills and learning
- External Agencies as agreed with the Head of Scouting Operations. These may include other national youth organisations, YouthLink Scotland, local authorities, trusts, NGBs and others

PVG: Enhanced

Core purpose

We are seeking an experienced individual with a focus on outcomes and impact to play a key role in helping us achieve our vision of preparing more young people with skills for life by ensuring they are supported by amazing leaders delivering an inspiring programme.

The development of our adult volunteers is at the heart of our new strategy. As part of a busy team, you will work alongside volunteers and colleagues to ensure that our adult members feel valued, get the support they need, and experience a positive volunteer journey. You will create and provide opportunities and resources to support our adult volunteers to develop the skills they need in their roles. You will also work with volunteers across Scotland to support local skills and training objectives, while also supporting the wider Scouting Operations Operational Plan.

While embracing our values, you will be results driven with a strong track record of setting and meeting targets with defined outcomes. You must be a strong team player, able to inspire and motivate the people you support, work with complex groups of people, and have excellent communication and networking skills.



Key tasks

- Supporting the volunteer journey of adults in Scotland, ensuring it is a positive experience
- Supporting the implementation of Scouts Scotland's policies and programmes, aimed at improving the skills of volunteers.
- Providing practical resources to support the delivery of the Scouts Scotland Strategy with a specific focus on skills and training, this may include the delivery of training to volunteers working with young people and to managers and supporters.
- Providing practical 'field' support, as required, to assist relevant District and Regional volunteers in their roles, to implement and achieve local skills and training objectives.
- Working with the Communications team, contribute to editorial plans to ensure key messages and information from your area of work are effectively communicated, and provide Scouting knowledge and expertise for communications to our membership.
- Contributing to the delivery of practical and logistical support to members of the Scotland Commissioner and Adviser Teams
- Supporting the delivery and evaluation of national initiatives
- Ensuring regular review, reporting and monitoring of each project including a six monthly impact report, to the Head of Scouting Operations

Scouting Operations

- As part of the Scouting Operations staff team, contribute effectively to innovation and delivery of a skills and training programme for Section Leaders, Managers and Trustees.
- Work collaboratively with The Scouts (UK) to support Adult Learning and Development
- Create/provide opportunities for the delivery of practical skills, which contribute to the development of amazing Section Leaders. This could include managing/supporting/delivering events both locally and nationally.
- Create/provide opportunities to upskill volunteers, in support of the Outdoor and Adventure programme.
- Contribute to the provision of 'field support' across Scotland to achieve volunteer skills and training objectives. (NB: field support will require short periods working away from home)
- Respond to enquiries from members of the Movement, the public at large and other colleagues.
- Provide advice and practical support, as required by and for Scotland Volunteers, on the development and implementation of policy, within their designated areas of work.
- Working collaboratively with volunteers and colleagues, contribute to the generation and production of resources in support of programme and the development of Scouting.
- Undertake other duties as may reasonably be required from time to time related to the Scouting Operational Objectives and to maintain a positive image for Scouting.

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 Scouting's yellow card, [which can be found here](#). This is shared with volunteers, 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 Enhanced PVG 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 Scouts Scotland 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 Scouts Scotland Equal Opportunities Statement, and all related policies.

The person we are looking for

Skills and Abilities

- Confidence to manage and prioritise own workload within agreed objectives
- Excellent communication and active listening skills, including speaking in public and delivering training
- Ability to multi-task and work well under pressure
- Ability to work both on own initiative and as part of a team
- Excellent attention to detail and completion, ensuring quality and consistency is maintained at all times
- Proficient in the use of Microsoft Office (Word, Excel, Outlook and Publisher)
- Flexibility in approach to work and willingness to learn
- Able to think creatively and solve problems
- Mature and personable approach
- Able to manage and analyse data
- Competent in the use of social media
- A current driving licence

Knowledge and Experience

- Experience in a training environment including needs analysis, design and delivery of training..
- Understanding and awareness of third sector volunteering
- Experience of goal setting, monitoring, measurement and evaluation.
- Experience of working with volunteers
- Experience of delivering quality customer service

Values and Personal Qualities

- Excellent communication skills, verbally and in writing
- Acceptance of the purpose and values of The Scouts

Summary Terms and Conditions

Title:	Scouting Operations Officer – Skills and Training
Commencement:	From Spring 2019
Salary:	Starting Salary - £25,000 - £28,000
Pension:	A contributory pension scheme is available. Contribution rates are 7% of salary from the employer and a minimum of 5% from the employee.
Hours of work:	<p>Based on a working week of 37 hours, to be worked in accordance with the requirements of the job, which requires evening and weekend duties.</p> <p>Time off in lieu of additional hours worked may be taken by prior arrangement with the Line Manager. No additional payments are made in respect of overtime</p>
Location:	Operating principally from Scouts Scotland, Fordell Firs, Fife, but with a requirement for field work across Scotland
Holiday:	22 days per annum, rising by 1 day per year of service to a maximum of 27 days, plus statutory holidays (or equivalent)
Benefits	Scouts Scotland operates a wide range of family friendly benefits to enable work life balance including but not limited to flexible hours, paid leave for volunteering and public duties, additional leave for long service.

How to apply

Application Schedule

The closing date for applications is **9am on Monday 1 April 2019**

Applications should be emailed to hradmin@scouts.scot or sent by post to Scouts Scotland Headquarters (Recruitment), Fordell Firs, Hillend, Dunfermline, KY11 7HQ.

Interview Schedule

Interviews will be held at Scouts Scotland Headquarters, KY11 7HQ on **Monday 15 April 2019**. There may be a requirement for a second interview.

Please note that if you have not heard from us within two weeks of the closing date please assume that your application has been unsuccessful.



Scouts Scotland is a registered Scottish Charity No. SC017311