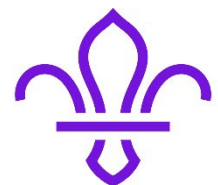




National Awards Advisory Group member (Aged 18-22)

Volunteer Vacancy Pack



Scouts

Welcome

I'm Michael and I've been the Chair of the National Awards Advisory Group since May 2024.

It's a pleasure for me to support such a brilliant team which I hope you will think about joining. The role the NAAG has is unique in Scouts and there is nothing that can compare. We have the opportunity to read the incredible stories of our members; be that be stories which show their outstanding service and dedication to our brilliant movement or those that have acted in adversity or shown bravery.



It is a role I'm sure you would love; I shall not lie; it is a big commitment with some immovable deadlines, but ones well known in advance.

The team is an experienced one with a huge heart and a supporting and jovial nature.

I look forward to hearing from you!

A handwritten signature in cursive that reads "Michael".

Michael Rollinson DL
National Awards Advisory Group Chair

The National Awards Advisory Group

The [National Awards Advisory Group](#) provides support and guidance to local within Scouts with awards and recognitions of service, as well as considering nominations for specific awards and making recommendations to the [Chief Scout](#).

We also monitor the rules and procedures concerning awards and recognition and we're now looking for two people aged 18-22 years old, who care deeply about ensuring individuals are recognised/rewarded appropriately to join our group.

The group meet virtually about once a month to make formal decision on awards, but members are also required to e.g. answer email requests or review papers such as nomination forms outside of these meetings, which you can fit in when you have time.

We want our National Awards Advisory Group to reflect all aspects of the Scouts, so we'd especially like to welcome applications from underrepresented groups including women, those from a racial minority background as well as those involved in LGBTQ+ communities. If you're not from one of these areas but do have the knowledge and experience for this role, we'd still like to hear from you.

We're looking for people who can use their experiences to help move the current work of the National Awards Advisory Group forward but those who can also help shape the future of the group and its impact at a local level. You should be comfortable in decision making as well as bringing constructive challenge where necessary, so if you're interested, please [apply](#) or [get in touch](#).



Current National Awards Advisory Group members

Below are a few details as to why current members of the group enjoy their role.



"I joined the NAAG to have a chance to meet new people and see Scouts from a different perspective. Being a member of the NAAG is really humbling, as it gives a glimpse into the dedication and courage shown by our volunteers." **Catherine Lawrence**



"Being a member of the NAAG has given me the opportunity to meet some amazing people in scouting from all over the country as well as attend some brilliant events." **Megan Thompson (Under 25 Rep)**



"Being a member of the NAAG is not only a privilege but extremely enjoyable. Working alongside a fantastic staff support team and some amazing volunteers to ensure that all of our adults and young people receive the recognition they deserve is very rewarding and satisfying. In addition, I get to support and take part in some unique national events such as Windsor when we celebrate achievement for Queen Scout's and others in receipt of significant awards. Being part of this team really feels like I am making a difference to how our volunteers feel about themselves." **Alan Seeley**



"Being able to read and review the citations submitted to NAAG is hugely inspirational. To see the number of volunteers who live the Scouting values and have subsequently delivered amazing and distinguished service in their roles, is incredible. To be able to read about the amazing acts of bravery, honour and courage across our membership and to be able to recognise and reward these people is hugely important. I am grateful to be part of the team that does this. It is one of the most enjoyable roles I have had in Scouting." **Alan Alexander**



"When we make people feel proud and valued they are empowered to help even more - that's why I love my role on the National Honours Subgroup. I get to read all the amazing things that leaders and young people are doing and help local volunteers say well done or thank you. Think about the time someone thanked you? How did that make you feel? It is emotive, and rightly so." **Michael Rollinson DL**



"I find that the time I give to the role fits in well with my busy lifestyle, I often read citations during my lunch time or in the evening when I get 10 mins. Every citation is different and I never get tired of reading about the amazing achievements, acts of heroism and bravery that make me so proud to be part of the Scouts. Being a member of the NAAG has to be one of the most rewarding things I have ever done in the Scouts." **Graeme Popay**



"I've been a member of the NAAG for around two years. It's been a brilliant experience to play a part in recognising those in Scouting that have given so much to young people. No one volunteers for the awards but it is a privilege to be involved in celebrating the achievements of many throughout the UK from all walks of life." **Luke Cashin**



"Reading about the incredible dedication of fellow volunteers, as well as those who have shown devotion to duty, courage and bravery in their lives at the Scouts, and knowing that I can be a part of recognising them for it, is a wonderful feeling. Seeing surprised smiles spread across faces of award recipients reminds me that what the NAAG do is so important, and hopefully inspires others to deliver that extra special level of service to the Scouts." **Cat Carrington**

Overview of the role

Role description

Purpose:

The National Awards Advisory Group are Headquarters volunteers who;

- Proactively support the Scouts Award schemes, National Honours and other external award schemes.
- Provide advice, support and guidance concerning Awards and Recognition of Service.
- Consider nominations for specific awards and make recommendations to the [Chief Scout](#) for those awards.
- Monitor rules and procedures concerning Awards and Recognition of Service and make appropriate recommendations through the Strategy and Delivery Committee.

Key tasks:

- Reviewing and making decisions on award nominations.
- Contributing to local support regarding Awards and Recognition of Service (e.g. advice, support, guidance material, webinars, conferences and events).
- Ensuring rules and procedures regarding Awards and Recognition of Service are current and relevant, with any changes being recommended to the Strategy and Delivery Committee.
- Contributing to the promotion of external awards and National Honours.
- Contributing to the annual report provided to Strategy and Delivery Committee.



Time commitment:

The time commitment to a National Awards Advisory Group member role varies according to the time of year and the focus areas of work assigned within the group however, as an average, the role equates to about one or two hours a week.

- The National Awards Advisory Group meets formally at least four times each year to discuss general topics relating to its area of work.
 - Two meetings are normally held virtually (for one or two hours on a weekday evening in March and December).
 - One meeting will be held during the Gilwell Reunion weekend (in September)
 - One meeting will be held the day before the annual Day of Celebration and Achievement at Windsor (in April).
 - In-person meetings usually run from 9am to 2pm or 12pm to 5pm (with refreshments and relevant breaks).
- Time is required to assess award nominations in preparation for monthly virtual calls.
- The National Awards Advisory Group meets virtually on a monthly basis (for one or two hours on a weekday evening) to discuss award nominations.
- Occasional requests to fast track an award require that the NAAG considers such nominations in under 72 hours.
- Attending/supporting events (Windsor, Gilwell Reunion, HQ Awards presentation day).

Terms of appointment:

- The initial length of appointment is up to three years.
- There is a possibility of a further extension for up to three years.
- All members of the National Awards Advisory Group are required to be a member or associate member of The Scout Association.

Appointed by:

The Chair of the National Awards Advisory Group supported by a search group.

Responsible to:

The Chair of the National Awards Advisory Group.

External contacts:

- National Honour contacts.
- Individuals who hold similar roles in other organisations.

Internal contacts:

- Chair of the National Awards Advisory Group.
- Members of the National Awards Advisory Group.
- Local Awards and Recognition Teams.
- Members at Region, County, Area, and District in relation to awards.
- Chief Volunteering Officer.
- Head of Member Operations.
- Scout Awards Team.

Expenses:

This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with the Scouts expenses policy will be paid.



What we need from you (Person specification)

Desirable skills and abilities:

Applicants for a National Awards Advisory Group member role should be able to:

- Communicate effectively, orally and in writing.
- Speak and present publicly in a clear, articulate and motivating way.
- Provide support, advice and guidance effectively to others.
- Maintain independent and objective judgement.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Work as part of a team and manage a varied workload.
- Use technology, especially mobile phone, email and online meeting platforms, to carry out a range of tasks (confident in Microsoft Word, Excel, Teams and other online tools).
- Quickly assimilate a broad overall knowledge of Scouts policies and structures.
- Be willing to undertake any agreed training.

Knowledge and experience:

- Experience of being part of a committee or group.
- Understanding of the challenges of working in the voluntary sector.
- Previous experience of recognition of the service of individuals in a voluntary environment.
- Understanding of current data protection legislation and how it affects the Scouts.

Personal qualities:

- Approachable at all reasonable times.
- Commitment to the Scouts fundamentals.
- Sufficient time available for the role, including weekend engagements.



Selection process

To apply to be a member of the National Awards Advisory Group, you will first need to complete the online [application form](#). Short listed candidates will then be invited for a virtual interview.

If you can't use the online application form, get in touch with us (using the details below) at least **72 hours before** the closing date so we can work with you to gather all the necessary information for your application.

The application form

We recommend that you create your answers to the long questions on the [application form](#) in e.g. a word document prior to pasting them into the form and submitting your application. If you would prefer to submit a video application to answer the questions, please feel free to do so using the [application form](#).

To assist the search group in considering who may be best suited for the role, when answering the questions on the [application form](#):

- Please provide as much relevant information as possible.
- Refer to the role description and address each of the items listed in the person specification.
- Feel free to include details of experiences outside of the Scouts that are relevant to the role.

The search group

The process of supporting the Chair of the National Awards Advisory Group in making an appointment to the National Awards Advisory Group is undertaken by a search group (who are yet to be confirmed).

The search group will create a short list of candidates based on the answers provided on the application form.

Shortlisted candidates will be offered the chance to attend a virtual interview (via Teams) with the search group.

The virtual interview will involve some standard questions for each shortlisted candidate to answer and possibly some additional specific questions that may be raised.

The virtual interview will be set up to allow the search group to find out more about you, your experience and what you're looking to achieve in the role so the search group can then make their recommendations to the Chair of the National Awards Advisory Group as to who to appoint to the roles.



Key dates

The closing date for applications is **9am on Friday 8 November 2024**.

The search group will then shortlist candidates for interview.

Applicants will be informed of the outcome of the shortlisting process shortly after Tuesday 26 November 2024.

Interviews for shortlisted candidates will take place virtually at a mutually convenient time and date between Monday 16 December 2024 and Friday 20 December 2024.

One successful candidate will start their role in January 2025, whilst a second successful candidate will start in May 2025. For the first six months, both successful candidates will be mentored by one of the current National Awards Advisory Group members.

Further information

If you would like to discuss the role in more detail, please contact:

- Michael Rollinson DL (NAAG Chair): michael.rollinson@scouts.org.uk
- Luke Cashin (NAAG Member, previous under 25 rep): luke.cashin@scouts.org.uk

