



# Applicant Information Pack

## Trustee Lead for Safeguarding



<b>Hello and welcome</b>	<b>3</b>
<b>Introduction</b>	<b>4</b>
<b>Our vision, mission and values</b>	<b>4</b>
<b>Volunteer structure</b>	<b>5</b>
<b>Board/ Committee structure</b>	<b>5</b>
<b>About the role</b>	<b>6</b>
<b>The person</b>	<b>7</b>
<b>How to apply</b>	<b>9</b>

# A welcome from our Chair

Dear Candidate,

Thank you for your interest in becoming a trustee of The Scout Association. We are seeking to appoint a trustee with senior safeguarding expertise and experience, this may be from areas including social care, the Police, other statutory services, or the not-for-profit sector. We are committed to continuing to strengthen our national Board, ensuring that the trustees meet their legal obligations in relation to safeguarding and that the Association remains at the forefront of best practice in the field.

Scouting is a fantastic organisation and committed to the highest levels of safeguarding and safety. Through over 140,000 volunteers, and over 500 staff we provide amazing opportunities to nearly 500,000 young people every year. It is the largest mixed volunteer-led youth movement in the UK. We offer life-changing adventures to young people, helping them realise their full potential and take their place in society. The trustee lead for safeguarding is a pivotal role in making sure that our young people are kept safe from harm.

The role of trustee offers varied and challenging opportunities for people who want to help shape the future of the charity. As a member of the Board, you will be asked to make your ideas and influence count at Board meetings. You will also be expected to chair the Safeguarding Committee, leading a dedicated group of committee members who bring a wealth of knowledge from both within and external to the movement. You will also contribute your safeguarding skills and knowledge to develop the organisation and our ongoing approach to building a stronger and ever present culture of safety for young people and volunteers. As a new trustee, we will support you in the role through an induction and training programme.

I hope that after reading the information contained within this pack you will feel inspired to put forward an expression of interest.

I very much look forward to hearing from you.

**Jennie Price CBE**  
**Chair of the Board**



# Introduction

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost half a million people aged 4-24 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.

All this is made possible by a dedicated team of 140,000+ adult volunteers and 500 staff who work together towards a common goal. Every one of us believes in helping more young people see a brighter future, giving them the skills they need for a rapidly changing world.

We're at the heart of the UK's communities, including those with the fewest opportunities.

---

We believe that through adventure we challenge young people so that they learn and experience new things and enrich their lives. From coding and camping and kayaking, our young people develop skills, confidence and friendships they'll take with them throughout their lives. It's our role to make sure that everyone of our Scouts has the encouragement and support they need to take part in these activities safely. It all adds up to one big difference.

---

## Our vision, mission and values

### Our vision for 2025

By 2025, we'll have prepared more young people with skills for life, supported by amazing volunteers that deliver an inspiring programme.

We'll 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.

# Volunteer structure

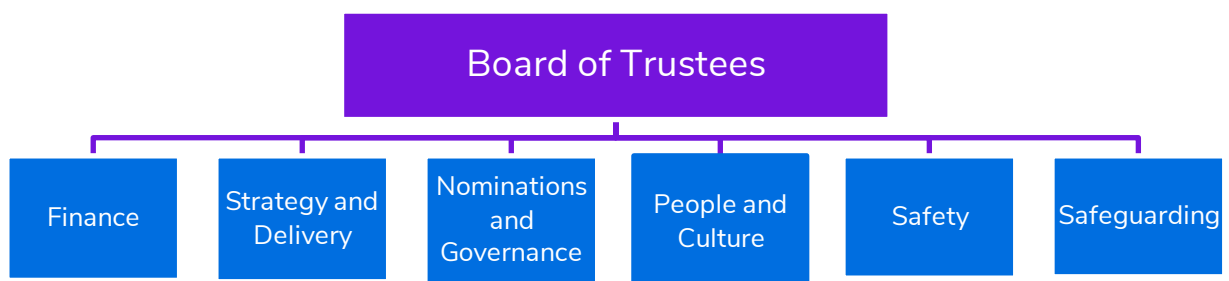
Across the UK, we're proud to be a single family of Scouts. But, to make sure everyone gets the support they need, we're arranged in different groups and units across our regions and nations. Each is looked after by a volunteer manager who supports other volunteers to help young people gain skills for life.

The basic unit of organisation is the Scout Group. This is based in a local community and usually consists of Squirrel Scouts, Beaver Scouts, Cub Scouts and Scouts. A number of Groups in a certain locality constitute a Scout District. A number of Districts make up a County (or Area in Wales and a Region in Scotland).

All of these Scout units (Groups, Districts, Counties/Areas/Regions) are governed by the [Policy, Organisation and Rules](#) of Scouts, which provides the framework in which all Scout units operate. Our volunteers are led by the UK Chief Volunteer and their UK Leadership Team – a group of volunteers who provide leadership and management across UK Scouting.

Our volunteers are supported by our outstanding, dedicated staff team, led by our Chief Executive and an executive team working across five Directorates today: Operations, Strategy & Transformation, Commercial Services, Finance & Resources and Marketing & Fundraising. Our Chief Executive and our UK Chief Volunteer, work in partnership and have overall responsibility and accountability, for all of the central functions of the movement, reporting to our Chair and Board of Trustees.

# Board/ Committee structure



**Finance Committee** is responsible for the oversight of all financial and audit matters and makes recommendations to the Board on key financial decisions such as the approval of the budget and the Annual Report and Accounts.

**Strategy and Delivery Committee** is responsible for overseeing the approval and monitoring of movement-facing operational projects.

**Nominations and Governance Committee** is responsible to the Board for overseeing the recruitment process for senior appointments (staff and volunteers) and advising the Board on TSA's governance arrangements.

**People and Culture Committee** is responsible for oversight of the People & Culture Strategy and its effective implementation, including the Equity, Equality, Diversity and Inclusion agenda. It ensures HR policies and practices are fit for purpose and legally compliant through review of suitable Key Performance Indicators and other information. The Committee is also responsible for determining the staff pay award, the remuneration of members of the Executive Leadership Team (ELT) and for assessing people-related risks and their mitigation.

**Safety Committee** is responsible for providing strategic leadership, ownership and oversight of the Association's safety policies and procedures for the Movement. It ensures that the Association's safety policies, procedures and practice remains fit for purpose and sector leading in protecting young people and adults in Scouting, employees of the Association and service users.

**Safeguarding Committee** is responsible for providing strategic leadership, ownership and oversight of the Association's safeguarding policies and procedures; and ensures that the Association's safeguarding policies, procedures and practice remain fit for purpose and sector leading in protecting young people in Scouting.

## About the role

The role of the Trustees is to develop Scouts in keeping with its charitable objectives and in the parameters of good governance. We are particularly looking for a Trustee to contribute their extensive senior level skills and experience in the area of Safeguarding and to Chair the Safeguarding Committee.

### Main responsibilities

- To take part in formulating and regularly reviewing the strategic aims of the organisation, and in providing direction for its ongoing development, in accordance with the Bye Laws.
- To provide support as the Board's safeguarding-focused Trustee contributing specialist skills, experience and knowledge as required.
- With other Trustees, to ensure that the policy and practices of the Association are in keeping with its aims.
- With other Trustees, to exercise effective control, ensuring that the Association functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.
- With other Trustees, to fulfil all other duties as laid out by law and in accordance with the Bye Laws.
- To chair the Safeguarding Committee which is responsible for the strategic oversight and challenge to the organisation on the discharge of its safeguarding responsibilities.

### Main duties

#### Developing and reviewing strategic aims

- Consider the Association's strategic plans and make sure they reflect safeguarding legislation, relevant regulations, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the senior staff and volunteers to regularly review whether the practice of the Association is creating a safer culture and keeping people safe.
- Check that the Association's risk register reflects current safeguarding risks appropriately and has put in place effective risk mitigations.
- Abide by the principles laid down in the person specification (and code of conduct).

- Attend meetings of the Trustee Board and the reporting committees (frequency varies).
- Reflect the Scouts' vision, strategy, major policies and values at all times.
- Contribute specific skills, experience and contacts in support of our activities.

### Ensuring policies and practice are effective and in keeping with aims

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Scrutinise the performance of the Association relating to safeguarding to see whether policies and procedures are effective.
- Make sure there is a regular effective (internal and external) quality assurance framework using qualitative and quantitative data to monitor the effectiveness of safeguarding practice.
- Learn from case reviews locally and nationally, to improve the Association's policies, procedures and practices.
- Reflect the Trustees' policies and concerns in all interactions with the Movement.
- Assist in the implementation of the Association's strategic goals.

### Creating the right culture

- Champion safeguarding throughout the Association.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and young people to understand safeguarding on the ground.
- Support regular safeguarding updates for staff, volunteers and young people.
- Make sure you have ways of gathering the views of staff and volunteers in relation to safeguarding and sharing these with the Board.
- Work effectively as a team member of the Trustee Board in exercising its responsibilities and functions.
- Protect the assets and integrity of the charity, with regard to best practice.
- Maintain good relations with Association staff.
- Fulfil such other duties and assignments as may be required from time to time by the Trustee Board.
- Engage with members of the Movement at other levels in the organisation.

## The person

As a Trustee of the Board, you should be able to demonstrate and provide evidence of the following criteria listed under Part 1 within your written application. This will be tested further at the preliminary interview stage, along with the criteria listed under Part 2.

We are particularly interested in applications from candidates with strategic safeguarding experience in sectors such as Social Care (e.g. service manager to director role experience), Health (e.g. deputy or chief nurse experience), Police (e.g. Superintendent to Chief Constable experience) and Education (e.g.

Head Teacher experience).

### Part 1

The successful candidate will be able to give evidence of:

- A record of proven and significant achievement and executive background in operational and strategic safeguarding.
- An understanding of the type of work undertaken by the Association and commitment to the values and ethos of The Scout Association.
- Successful experience of operating on a board or a major committee in a charitable, public sector or commercial organisation.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- Confident and effective communication skills with a range of audiences, including Trustees, the Chief Executive, senior staff, senior volunteers and others, and the ability to challenge in a constructive way.

### Part 2

- An understanding of how to motivate and enthuse volunteers.
- A proven track record of sound judgement and effective decision-making.
- An understanding of the respective roles of the Chair, Trustees, UK Chief Commissioner and Chief Executive.
- A track record of commitment to promoting inclusion, equality and diversity.
- Wider involvement with the voluntary sector and other networks.
- Enthusiasm, energy and time to commit to this role.

### Other essential criteria

- Commitment to attend four Board of Trustee meetings each calendar year, one of those will be a two-day residential held over the weekend).
- Attendance at the Annual General Meeting of the Council (AGM) held in the first week of September each year (this will be on a Saturday).
- Availability to chair the Safeguarding Committee, who meet four times per year. Three of these meetings are virtual and outside 9-5 working hours – the fourth meeting will be a full-day face-to-face session.

## Appointment term

Appointments are typically for an initial three-year term, with the possibility of a further term of three years subject to a satisfactory appraisal.

## Remuneration and expenses

In common with other registered charities, there is no remuneration directly associated with the role, although the Association will reimburse fully for all reasonable and properly documented expenses incurred in performing duties.



# How to apply

If you are passionate about joining The Scout Association and believe you have the skills and experience we are looking for, please apply with the following:

- An up-to-date CV
- A supporting statement of no more than 2 sides of A4, detailing why you would like to be considered, your relevant experience and expertise and what you think you can bring to the role.

All applications are being handled by our recruitment partner, Trustees Unlimited (part of the Russam group).

All applications should be sent to [applications@trustees-unlimited.co.uk](mailto:applications@trustees-unlimited.co.uk) with your full name and **The Scout Association** in the subject heading.

If you have any difficulty uploading your application or if you would like to have an informal and confidential discussion about the role, alternatively please contact Melissa Baxter: [melissa.baxter@russam.co.uk](mailto:melissa.baxter@russam.co.uk) | 07789 985 229

Closing date for applications: Wednesday 30th October 2024  
Interview with The Scout Association: w/c 18th November 2024

*We hope you will join us on our journey.*