

**We need  
people  
who are  
great with  
people.**



# **Applicant Information Pack**

## **Policy and Public Affairs Lead**



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

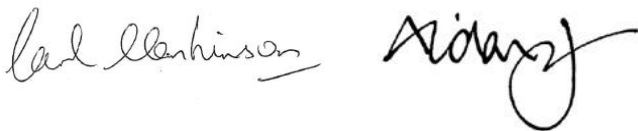
We're Scouts and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. We give more than 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

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 can 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 140,000 adult volunteers.

It's an exciting moment for Scouts as we launch our new strategy in 2026 focused on reaching more young people and empowering them to lead change in their communities. This builds on our existing accolades of being voted Charity of the Year in 2022 and continuing to be accredited with Investors in People Gold Standard.

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 Scouts online [here](#) for more.



Carl Hankinson, UK Chief Volunteer

Aidan Jones, Chief Executive

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**'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 Volunteer**

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

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

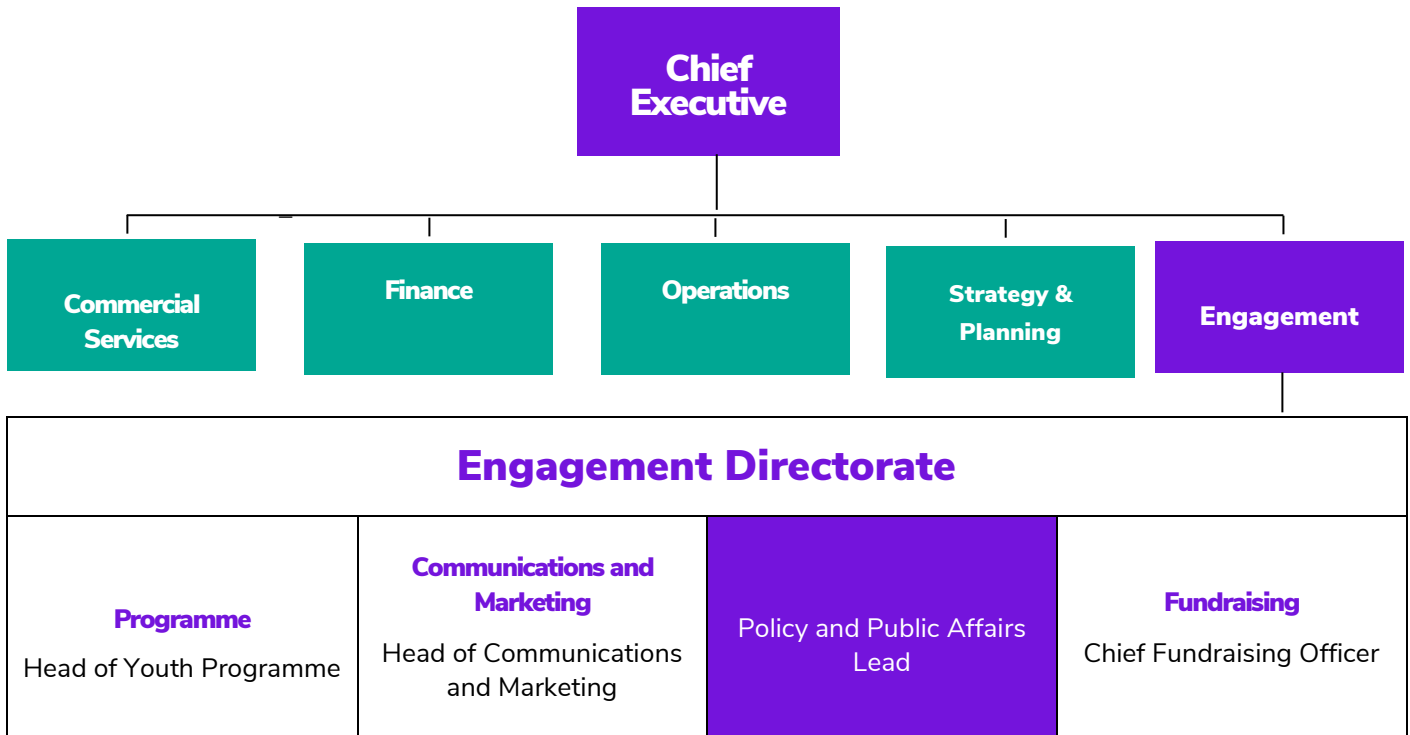
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Five volunteering days to contribute to a cause that matters to you
- 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, 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 regular team days and our interactive Scout-themed collaboration space (think tents!) creating a positive informal environment for meeting and working.

## Want to know more?

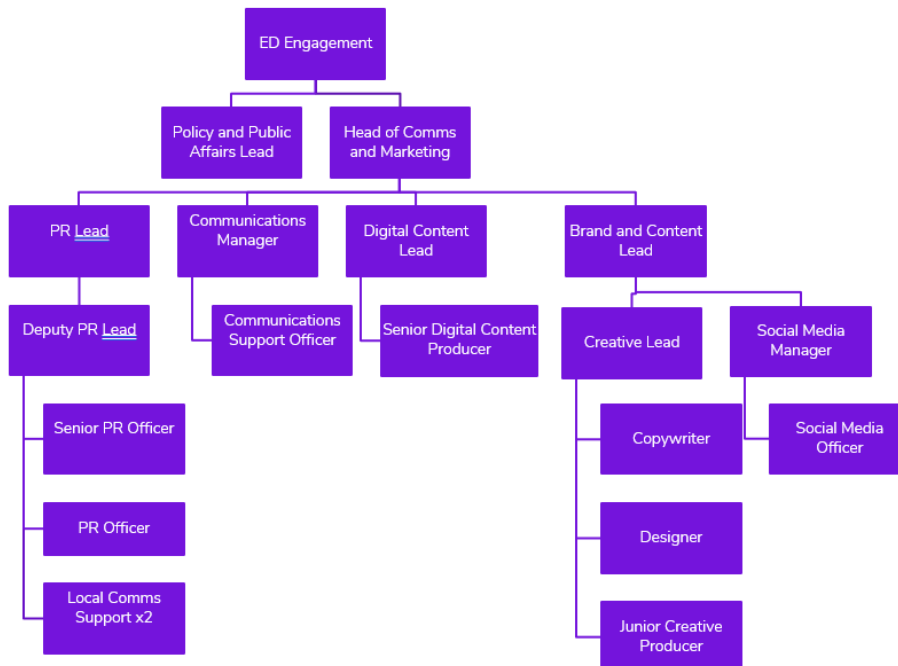
Check out our [benefits page](#)

# How we're structured

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



## Communications and Marketing Team Structure:



# We're doing well, but you can help us do better.

Scouts gives young people a place to belong. They gain skills to thrive and the courage to be themselves. In Scouts, we lead with kindness, dream big and help other people in their communities and wider world.

As Scouts launches our new strategy through to 2035, this role helps influence public policy on the issues that enable our volunteers to best support more than 450,000 young people. You'll be working to ensure our influencing and advocacy generate support for our movement, empowering young people to shape their own lives and the communities.

You'll be working closely with our volunteer public affairs and advocacy team, our PR team and youth representatives aged 18-25. Across Engagement teams we have regular collaboration days, making time to work together in person, as well as online. We believe in the power of teamwork, kindness and celebrating the differences in our team that help us achieve more together.

One of the best parts of this role is the chance to make a real difference to young people's futures. By making sure more decision makers understand the positive impact of Scouts, you'll help more young people to benefit from what we offer. The recent publication of the new National Youth Strategy, and the prospect of 16-year-olds being eligible to vote at the next general election, makes this a particularly exciting time to for this role.

If all of this sounds like a fit for what motivates you, I want to hear from you. I'd welcome a conversation before the interview to answer any questions you might have about the role, our culture, and what I'm like as a line manager.

**Chloe Kembery FCIM MCIoF**  
**Executive Director of Engagement**



# The role

<b>Responsible to:</b>	Executive Director, Engagement
<b>Directorate:</b>	Engagement
<b>Base Location:</b>	Gilwell Park, Chingford/Hybrid (1-2 days in the office a week, including 6-8 weekends through the year)
<b>Term:</b>	Permanent
<b>Salary:</b>	£48,235 per annum, Band G, Level 3. Inc. OLW
<b>Hours:</b>	35 hours per week
<b>Line Management Responsibility:</b>	Matrix
<b>Budgetary responsibility:</b>	Responsible for managing agreed income/expenditure budgets
<b>Internal Relationships:</b>	Public Affairs and Advocacy Volunteer team, Youth representatives, PR team, Nations comms staff, Executive Staff Leadership team, UK Volunteer Leadership Team, Members of the movement including senior volunteers and young people. Volunteer and staff colleagues across the organisation depending on policy issue.
<b>External Relationships:</b>	Politicians and civil servants, policy leads within partner and sector organisations, policy experts and opinion formers, sector colleagues.

## Core purpose

As Scouts embarks on our new strategy, launching from April 2026, we are looking for an experienced Policy and Public Affairs professional to build our policy influence and mobilise our movement of young people, volunteers and network of supporters for greater impact.

You are proactive, with the ability to develop and maintain positive relationships with multiple stakeholders, along with good knowledge and experience of the current policy and public affairs landscape. You will shape and deliver Scouts' public affairs and policy needs, helping to advance our strategy to support more young people in more communities.

You will work to secure positive policy change ensuring that young people in Scouts are shaping our public affairs and supported to represent Scouts when possible. Working closely with national volunteers and team of youth representatives, you will oversee day-to-day policy and public affairs activity and use evidence and evaluation to inform future planning and impact.

This role will be key in helping us to identify influencing opportunities, as well as ensure that our approach to engagement is evidence-driven and youth led. You will play a key role in supporting our cross-sector collaborations and partnerships, representing Scouts, acting as a key point of contact and ensuring key tasks are delivered.

This is a role within the Engagement Directorate reporting directly into the Director of Engagement, alongside the Head of Communications and Marketing, Head of Programme, and Chief Fundraising Officer. For day-to-day working, it is considered part of the Communications and Marketing team and contributes to PR team meetings and planning.

## Key tasks

- Develop and implement a focused influencing strategy for Scouts at the UK-level, working closely with the Director of Engagement, Lead Volunteer for Perception and other key colleagues and external contacts to achieve this.
- Deliver evidence-based influencing plans to secure specific policy changes or influence funding that help Scouts to deliver more for young people, working with subject matter specialists across staff and volunteer teams.
- Identify and build positive relationships with key political and external stakeholders who Scouts needs to work with or influence to achieve Scouts priorities, objectives, and concerns.
- Provide a high-quality public affairs service for the movement. This will include: supporting colleagues to draft consultation responses; managing involvement in roundtables, and supporting volunteers with capacity building - with a particular focus on parliamentary and partner or sector activity.
- Monitor information sources to keep Scouts informed of developments related to our activities, sharing quality public affairs insight and support for staff and volunteer colleagues, including regular intelligence and briefings.
- Ensure influencing stakeholders is well managed by maintaining stakeholder mapping and database, working to ensure colleagues share interactions with parliamentary and sector decision-makers and partners.
- To work closely with communications and fundraising colleagues to ensure that youth participation in influencing work is effectively integrated into our wider communications, e.g. PR, online and on social media.
- Working with the Public Affairs and Advocacy volunteer team, draft and develop credible policy positions to further the interests of Scouts, informed by volunteer and staff colleagues, young people and our organisational strategy.
- Work with the Head of Programme to support young people to represent Scouts in public affairs, the UK Youth Council and to develop an approach to votes at 16.
- Coach, encourage, manage and support volunteers, young people and senior stakeholders to act as

credible advocates for Scouts.

- Deliver a small number of targeted in-person events including at Party Political Conferences and in Parliament, working with fundraising colleagues and Public Affairs and Advocacy volunteers.
- Work with colleagues from other youth and voluntary organisations to drive forward work in coalition that advances Scouts' Public Affairs and Policy aims.
- Support the broader work of Scouts, including evening and weekend working when needed, and travel across the UK.
- Undertake other duties or special projects as defined by the Executive Director of Engagement or Head of Communications and Marketing.

## The person

### We are looking for

This role is ideal for you if you are an inspiring and diplomatic communicator who can convey Scouts' impact with decision makers to achieve change. You are highly motivated and a team player, keen to advocate about what Scouts achieves for young people and the importance of volunteering. You know how to form lasting, positive working relationships with a diverse, complex network of external contacts, staff and volunteer colleagues and Scout members of all ages. You can effectively manage multiple priorities at a time, and can confidently prepare written briefings and give support to senior colleagues. You are highly organised and enjoy taking the lead on managing projects that involve collaborating with staff, volunteer colleagues and young people across the UK.

## Skills and Abilities

- Ability to undertake direct influencing activity and manage projects in a public affairs, Governmental or policy environment
- Effective written and verbal communication skills, including editing and proof-reading
- Interpersonal skills that establish and maintain credibility and effective working relationships with senior external contacts and a wide range people of all ages
- Gravitas to engage authoritatively with senior external stakeholders and advocate for Scouts
- Experience of briefing senior colleagues with high quality written briefings, intelligence, summaries and speech notes
- Highly competent in the use of software including Microsoft Office suite particularly Sharepoint and Teams, and public affairs monitoring tools such as Dods or DeHavilland

## Knowledge and Experience

- Proven experience of successfully influencing national political and civil service decision makers
- Experience of representing an organisation at high-level meetings with senior figures in national Government, Parliament and the civil service
- Experience of servicing the internal public affairs needs of a large, complex organisation (briefings, parliamentary monitoring, speeches etc.)
- Experience of planning and delivering successful influencing campaigns, with an understanding of how social

media channels and PR support public affairs outcomes

- Proven experience of developing policy positions including research, consultation and development of proposals based on internal and external agendas
- Experience of supporting youth participation and collaborating with volunteers
- Demonstrable ability of effectively managing multiple projects simultaneously, delivering on tight deadlines with good attention to detail
- Proven experience of effective events management, preferably in a public affairs or political context - for example party conference fringes, receptions/launches, All Parliamentary Party Group meetings etc.

## Values and personal qualities

- An interest in politics and understanding the personalities behind decisions
- Proactive problem solver who takes initiative
- Ability to work calmly in high pressured environment with senior stakeholders
- Adaptable and flexible in responding to changing priorities and feedback
- A team player who is collaborative in approach Personally reflects the Scout values of integrity, respect, care, belief and co-operation.
- Willingness to travel across the UK and to work some evenings and weekends, especially supporting youth participation.

## Equity, Diversity and Inclusion

The Scouts is an equal opportunities employer and we are committed to fostering an inclusive environment where everyone feels valued and empowered to contribute. We offer flexible working arrangements to support diverse needs and lifestyles, ensuring that our teams can thrive both professionally and personally. We welcome and encourage applicants from all walks of life, believing that varied perspectives strengthen our innovation and community. Your unique experiences and ideas are essential to our success, and we look forward to hearing from all voices.

## How to apply

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

Please submit your online application, including a CV and supporting statement outlining your suitability for the role by **11:59 pm on Monday, 26th January 2026**.

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.

Interviews will be held on Monday, 9th February, 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 [bethany.fullard@scouts.org.uk](mailto:bethany.fullard@scouts.org.uk) to set up a call or virtual meeting with Chloe.

