

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



# **Applicant Information Pack**

## **Head of UK Safety Transformation**



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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 Volunteer

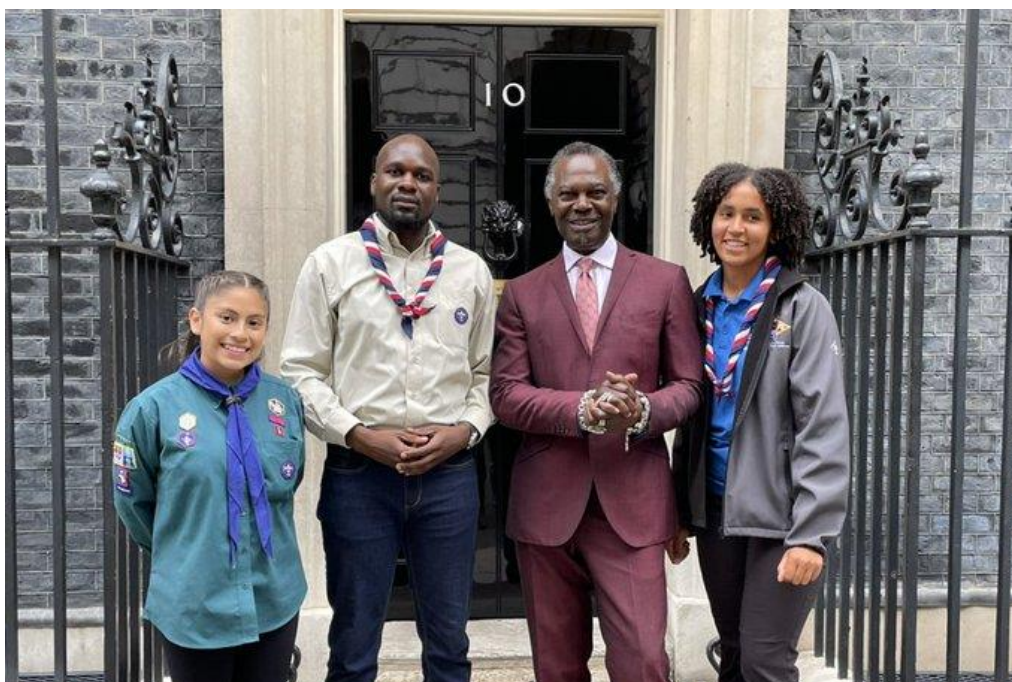


Matt Hyde, Chief Executive

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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**



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?

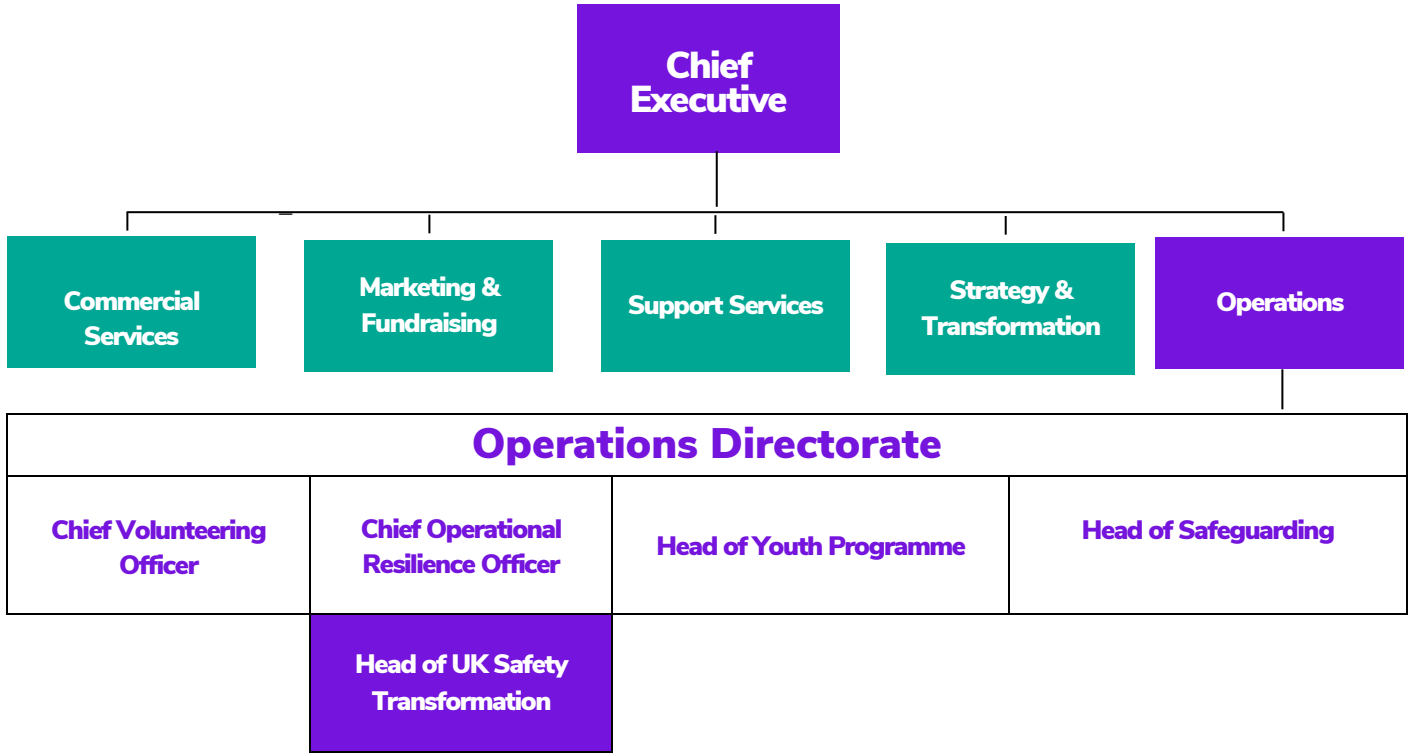
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years (and we don't insist you go 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, 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 tents!) creating a great informal environment for meeting and working

## Want to know more?

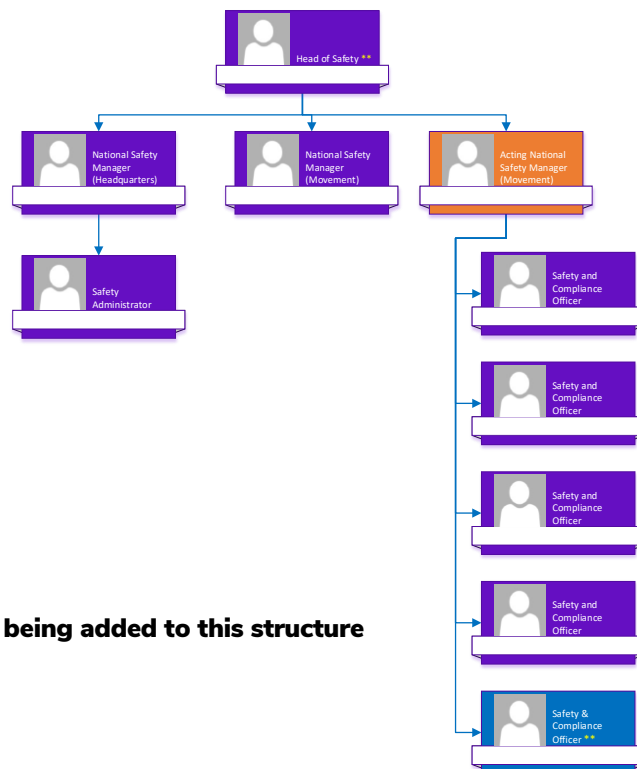
Check out our [benefits page](#)

# How we're structured

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



## Safety Team Structure



With an additional 8 roles to being added to this structure



# Safety at Scouts

By its very nature, scouting is adventurous and challenging and that's how we want it to be – but, alongside that, nothing is more important than keeping young people safe. So, the Safety team's mission is to do exactly that.

Based at the Scouts' HQ in Gilwell Park (but with a high degree of flexible and hybrid working), the Safety team, currently comprises of 9 staff but a recent review of future needs has led to a decision to significantly enhance this with at least 8 further staff. So, a critical part of the incoming Head of UK Safety Transformation role will be shaping and developing this new team to enhance the work already being undertaken in respect of policy development, advice and services to the thousands of adult scout leaders operating across the UK. Recognising that scouting is delivered and, crucially, is led, by volunteers who give up their time to help young people gain skills for life, it's quite a challenge to provide safety policies, guidance on assessing risk and practical training which work effectively 'on the ground'.

This is a perfect time to join the service, and really make your mark. Our previous Head of Safety has moved on to pastures new and the role is currently being undertaken by an experienced interim however to build our new team and enhance our approaches to safety we now need an experienced safety change lead to come in and have a big influence on the continued improvements we need to make, leading our future developments in the delivery of Safety across the organisation and throughout the scouting movement.

As a senior member of the Operations Directorate, you'll work especially closely with other colleagues, most particularly with the Head of Safeguarding since the two services have clear synergies and also with the Chief Volunteering Officer in respect of the growth and operational targets, our senior volunteers and external agencies, such as RoSPA.

At the Scouts you will find our whole staff and volunteer team is strongly committed to what the Scouts is aiming to achieve and to its values. We pride ourselves on being a great employer, we've been assessed as meeting the gold standard of the Investors of People accreditation. Our culture is one of collaboration and support and staff are encouraged to work in a highly flexible way, bearing in mind that scouting takes place out of normal office hours. So, in return for your expertise and energy in this role, you will work with great colleagues and be encouraged to learn and develop, including attending our new bespoke 'Brilliant Leaders' programme.



**Chris Reed**  
Chief Operational Resilience Officer

# About the role

<b>Responsible to:</b>	Chief Operational Resilience Officer
<b>Department:</b>	Safe Scouting
<b>Base Location:</b>	Gilwell Park, Chingford, London with UK travel and flexibility
<b>Role supports hybrid working:</b>	Yes – <a href="#">click here</a> for further details
<b>Term:</b>	18 – 24 months
<b>Salary:</b>	£84,000 per annum
<b>Hours:</b>	35 hours per week
<b>Line Management Responsibility:</b>	National Safety Manager HQ National Safety Manager
<b>Internal Relationships:</b>	Board of Trustees, Senior Volunteers, Executive Leadership Team, Operations and Transformation Collegues
<b>External Relationships:</b>	External providers ROSPA, HSE, Primary Authoiry, Various governing bodies.
<b>DBS:</b>	Basic

## What's expected?

The purpose of this role is to lead the Scouts' safety function in respect of its employed staff, volunteers and young people and continue to develop and further embed formal strategies to improve safety in scouting. Leading transformational improvements and change the role will drive a strong safety culture throughout the movement by ensuring good national policies, providing high quality advice and training and influencing senior volunteers to implement these at all levels across the organisation.

The design, implementation and utilisation of a quality assurance framework across scouting and staff activities, identifying where improvements are required, including taking into account external learning and implement the necessary change arising will be key to this role.

The post-holder will ensure that the Scouts is up to date with relevant good safety practice in relation to employment, volunteering and scouts' activities and that this informs its policies, advisory and support services and QA mechanisms. The role will assist in servicing the Scouts' Safety and HQ Health & Safety Committees ensuring quality reporting and specialist advice is provided to make the Committees highly effective.

# Key accountabilities

- As a senior member of the Operations Directorate contributing to the wider strategic and operational plans within Operations
- Contribute to the wider Leadership Forum influencing and contributing to organisational strategy and programmes of work
- Lead, develop and improve the safety function for the Scouts to drive the right culture and practice throughout all scouting activities and within the HQ operations
- Working closely with senior volunteers and seeking external best practice and benchmarking, define and further embed our safety strategy for scouting, and monitor its effectiveness
- Proactively develop appropriate rules, policies and guidance relating to the safe provision of Scouting and maintain these in line with best safety practice
- Assist in the establishment and implementation of updated safety standards and an effective quality assurance framework for safety in relation to staff, volunteers and young people
- Prepare reports for the Safety and Health & Safety Committees and other relevant forums on matters of safety
- Represent the Scouts externally on matters of safety, including liaison with families, courts and external regulatory bodies
- Ensure that all significant and critical incidents are appropriately managed, identify learning to support future prevention and that the learning is implemented
- Provide a high-quality advisory service to the movement and to the Scouts' managers on safety matters, including an out of hours' service
- Ensure the availability of quality management information to be used to inform safety practice and lead to improvement in safety in scouting
- Manage delegated budgets
- Any other duties as reasonably requested commensurate with the general level of responsibility of the job



# About you

## Skills and abilities

- Extensive knowledge of safety law, regulation and good practice in a relevant industry
- Extensive knowledge of safety law, regulation and practice in employment
- Knowledge of the work of national safety regulatory and training bodies
- High level interpersonal skills
- Excellent communication skills, both written and oral
- Ability to motivate and lead a team effectively
- High level influencing skills
- Change management skills

## Knowledge, experience and qualifications

- Chartered Member of Institution of Occupational Health (CMIOSH) or equivalent
- Educated to diploma level or equivalent
- Extensive senior level professional experience in safety management in a relevant industry
- Experience of implementing safety policies and good practice for volunteers
- Extensive experience of managing a staff health and safety function
- Experience of leading change and improvement within a safety or similar function
- Experience of designing and using quality assurance systems to support improvements in safety
- Experience of designing safety policy and good practice and ensuring these are delivered on the ground
- Experience of effectively leading a team

## Personal qualities

- Commitment to the values of the Scouts
- Drive to get things done
- High level of integrity and credibility
- Flexible and pragmatic
- Willing and able to work some weekends and evenings as required, including UK travel and nights away from home

# How to apply

Irwin and Colton are acting as an employment agency advisor to the Scouts on this appointment. For further information about the role, including details about how to apply, please visit [www.irwinandcolton.com](http://www.irwinandcolton.com). For an informal conversation, please telephone or email Matthew Cathcart at Irwin and Colton – 01923 432 636 or [matthew.cathcart@irwinandcolton.com](mailto:matthew.cathcart@irwinandcolton.com)

Applications should be received by noon on **11:59pm on Wednesday 11 September 2024.**

Telephone Interviews will be held on w/c 16 September 2024

Peer Interviews will be held virtually on w/c 16 September 2024

Final Panel Interviews will be w/c 23 September 2024 at Gilwell Park, Chingford, E4 7QW