



## **Seasonal Cook – Hawkhirst**

## **Scout Adventures**

**Fixed Term Contract - 6 Months**

# **Applicant Information Pack**



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## About us

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost half a million people aged 6-25 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. At a time when communities are becoming more divided, we bring people together. We encourage our young people to do more, learn more and be more. We're a worldwide movement, creating stronger communities and inspiring positive futures. We welcome talent from all backgrounds and your contribution to help even more young people succeed in life.

Carl Hankinson, UK Chief Commissioner    Matt Hyde, Chief Executive



## Our values

- Integrity** We say what we mean and when we make a promise, we keep it.
- Respect** We listen to others, explore our differences and work to find common ground.
- Care** Scouts are friends to all and think of others before themselves.
- Belief** We believe passionately in improving the lives and life chances of young people and helping them explore and develop their beliefs and attitudes.
- Cooperation** Scouting is about teamwork. We believe that when we work together we achieve more than we can on our own.

## Our key policies

All members follow our key policies. The policies cover:

- Child Protection
- Religion
- Equal Opportunities
- Safety

These policies are fully explained on our website at <https://www.scouts.org.uk/por/2-key-policies/>

# Did you know?

- 9 out of 10 parents think their children would benefit from learning skills for life
- 83% of parents think Scouts helps young people develop skills for life
- 9 out of 10 UK adults think Scouts develop empathy
- 9 out of 10 UK adults think Scouts develop active listening skills 11 of the 12 people to walk on the moon were Scouts.
- Scouts have stood on the summit of Everest and at the South Pole.
- Scouts are public spirited – all our leaders are volunteers and nearly half (47%) volunteer outside of Scouts too.
- Over 160,000 adult volunteers in Scouting learn new skills, make new friends and make a positive impact in their communities.
- We offer over 200 activities from abseiling and coding to drama and water-zorbing.
- Over a quarter of UK Scouting's membership is female.

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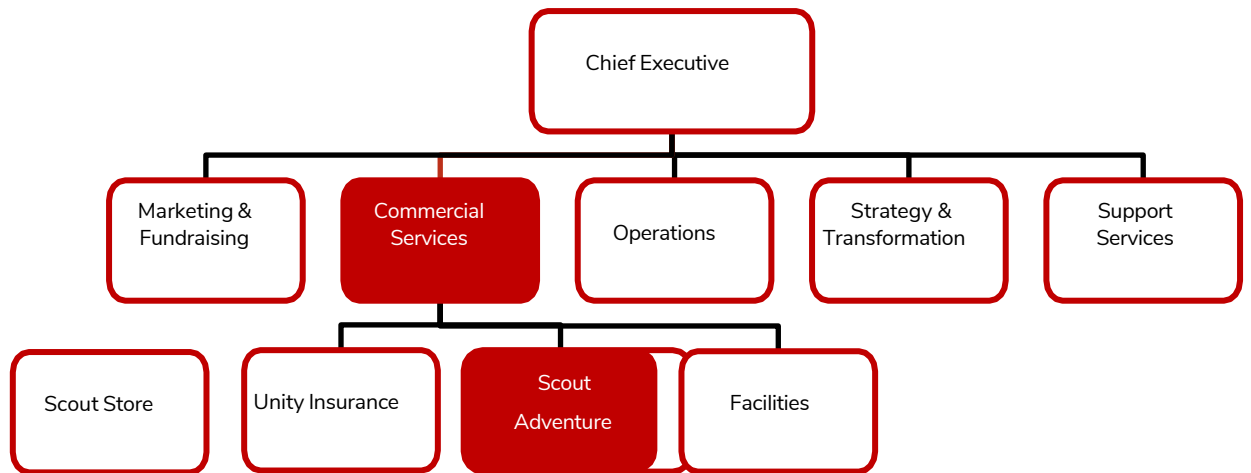
At a time when communities are becoming more divided, we bring people together. When many young people are struggling to find purpose and belonging, Scouts helps them develop skills, confidence and a sense of hope. We inspire positive futures and help young people find their place in the world by developing the character, employability and practical skills they need to succeed.



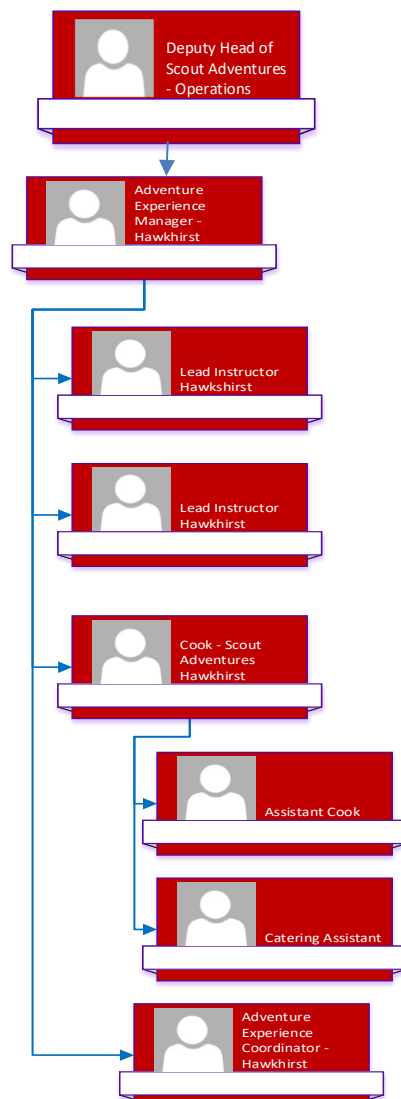
By 2025\* we'll have prepared more young people with skills for life, supported by amazing volunteers that deliver an inspiring programme.

# Our Structure

The UK headquarters of the Scouts is based at Gilwell Park, Chingford, London, and is operationally divided into five directorates



# Hawkhirst Team Structure



# Job Description – Seasonal Cook, Hawkhirst

## Role description

<b>Responsible to:</b>	Adventure Experience Manager – Hawkhirst
<b>Department:</b>	Scout Adventures
<b>Base Location:</b>	Hawkhirst - Plashetts, Hexham NE48 1QZ
<b>Term:</b>	Fixed term contract (6 months)
<b>Salary:</b>	£29,537.60 pro –rata, Band C, Level 3 - (inclusive of Market Supplement)
<b>Hours:</b>	40 hours per week including weekends where required
<b>DBS:</b>	Enhanced

As Scouts Adventure Cook you will be responsible for preparing and cooking set cycle menu (breakfast, lunch and dinner) to cater to our diverse guests. The role will include all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

## Key tasks

- Preparation and cooking of a varied range of nutritious food for guests and staff at mealtimes
- Serve the food to an exceptional standard and interact with the guests and volunteers in an appropriate, knowledgeable and helpful way at all times, in particular with regard to allergens and other dietary requirements
- Assist in the service and clearing of all food, beverages and utensils
- Stock ordering and menu creation
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
- Assist with events and functions as required
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions

#### **Other:**

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with The Scouts data protection rules and procedures

## **Person specification**

### **Experience**

- At least 2 years working in a large professional kitchen environment, i.e. schools or mass catering
- Proven competence in managing teams in an operational setting.
- Experience of problem solving in a customer service focussed environment.
- Some experience in either an educational, outdoor educational or visitor experience environment.
- Confidence working in a values based working environment.

### **Skills, Abilities & Knowledge**

- Health & Safety and Food Hygiene qualification L2
- First Aid qualification, desirable
- Training and managing junior kitchen members
- Must be able to implement the Food Safety Management plan, and stock control systems.
- Ability to build effective relationships with visitors, volunteers and staff.
- Skilled collaborator, with the ability to use the skills of those around you to deliver best overall product.
- Confident IT user.

### **Values and Personal Qualities**

- A self-aware, positive and approachable leader.
- A robust awareness of keeping young people safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- An excellent role model who promotes high standards or integrity, and commands trust and confidence from others.
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Friendly, calm and approachable, even under pressure



## Other Essential Criteria

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This role is subject to an enhanced DBS check
- Requirement to complete Fire Marshal training
- Able to work weekends where required

## Benefits

### We've got some great benefits

**Holiday Entitlement:** On top of your generous 28 days annual leave we give you up to three extra days off between Christmas and New Year. And that's not all, holiday goes up to 32 days after 2 years' service (pro rata for part time staff)

- 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 – this'll be opening soon

### Food and Drink

**Lunch** is provided to all staff at our centres when they are working and free beverages are available

### Looking after your health and well-being

**Simply Health scheme:** Optical, dental and many more appointments covered, as well as great gym and family days out discounts.

**Sickness absence:** Once you're three months in, we have generous sickness pay, above the statutory.

### **Looking after your future**

**Pension Scheme:** We look after your future. You will have been automatically enrolled into The Scout Association's Group Personal Pension Plan, contributing 3% of your qualifying earnings. The Scouts will contribute double at 6% of your qualifying earnings on auto enrolment. You can increase your contribution at any point and we will double your contribution up to a maximum of 10% of your gross salary.

**Looking after your family:** Your loved ones will receive four times the basic salary if you pass away while employed by us.

### **We are proud to be a family friendly employer**

# How to apply

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

Please submit an application via [our jobs page](#) by **11:59pm on Sunday 12<sup>th</sup> May 2024**.

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.

**Interview – This is a rolling recruitment campaign where we are actively reviewing applications daily and arranging interviews virtually. Please don't delay submitting your application**

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 [Fiona.Williams@scouts.org.uk](mailto:Fiona.Williams@scouts.org.uk) to set up a call or virtual meeting

