

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



**Local Growth Officer –  
Buckinghamshire  
(Fixed Term 2 years)**

**Applicant Information Pack**



### **We need people who are great with people. 1**

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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



Mark Hislop, Interim 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 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?

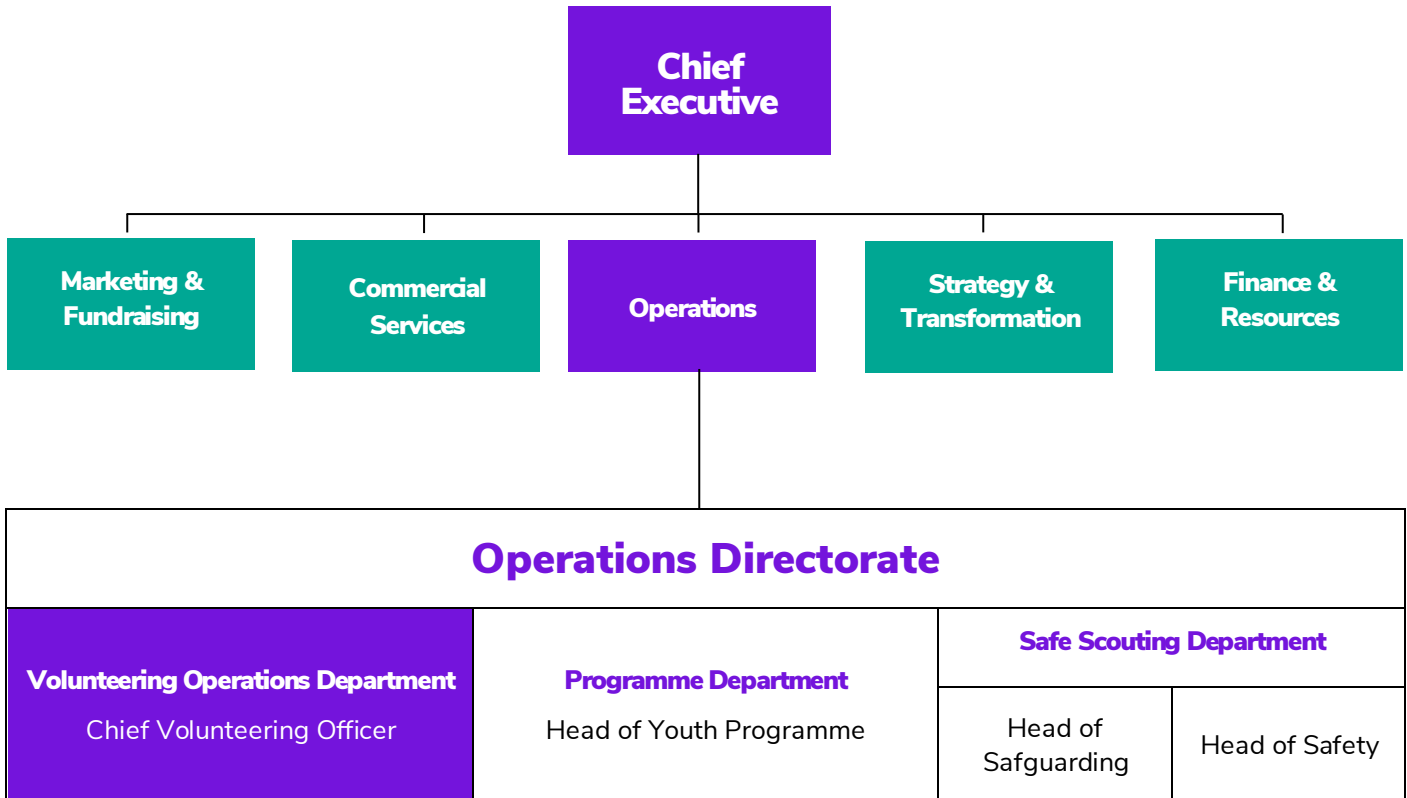
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, and we don't insist you go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

## Want to know more?

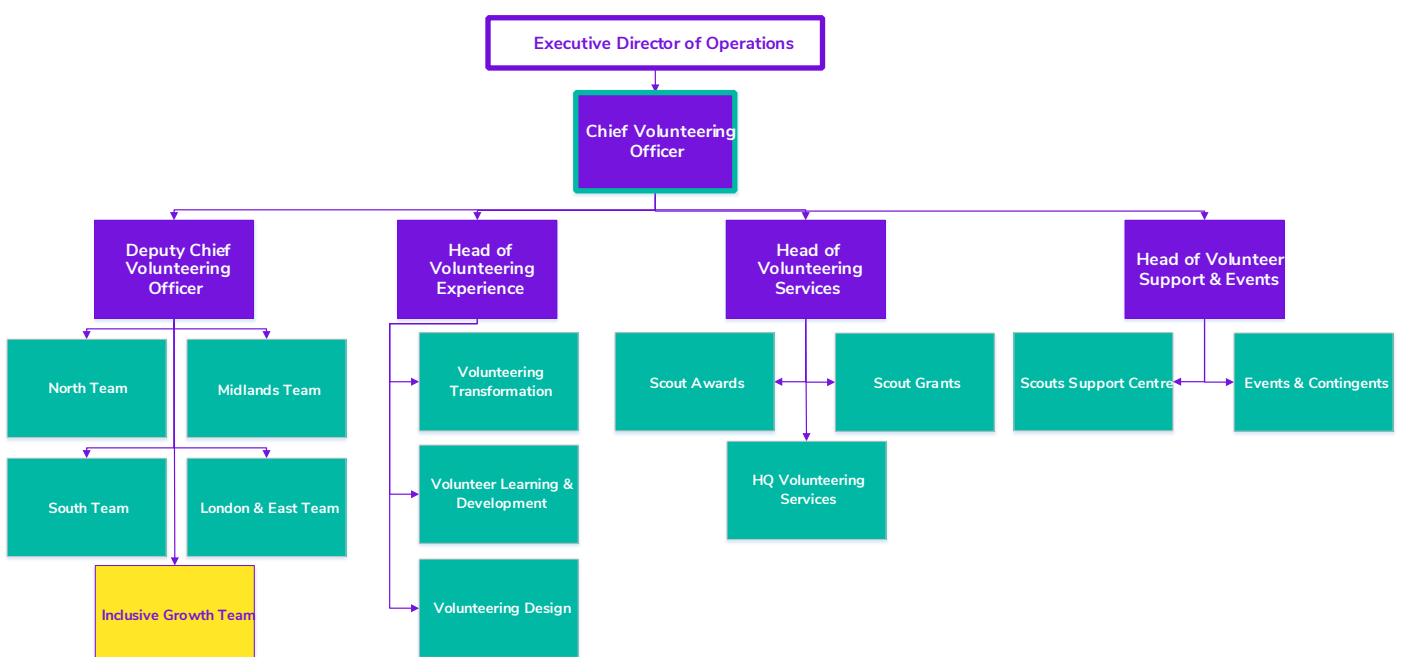
Check out our [benefits page](#)

# How we're structured

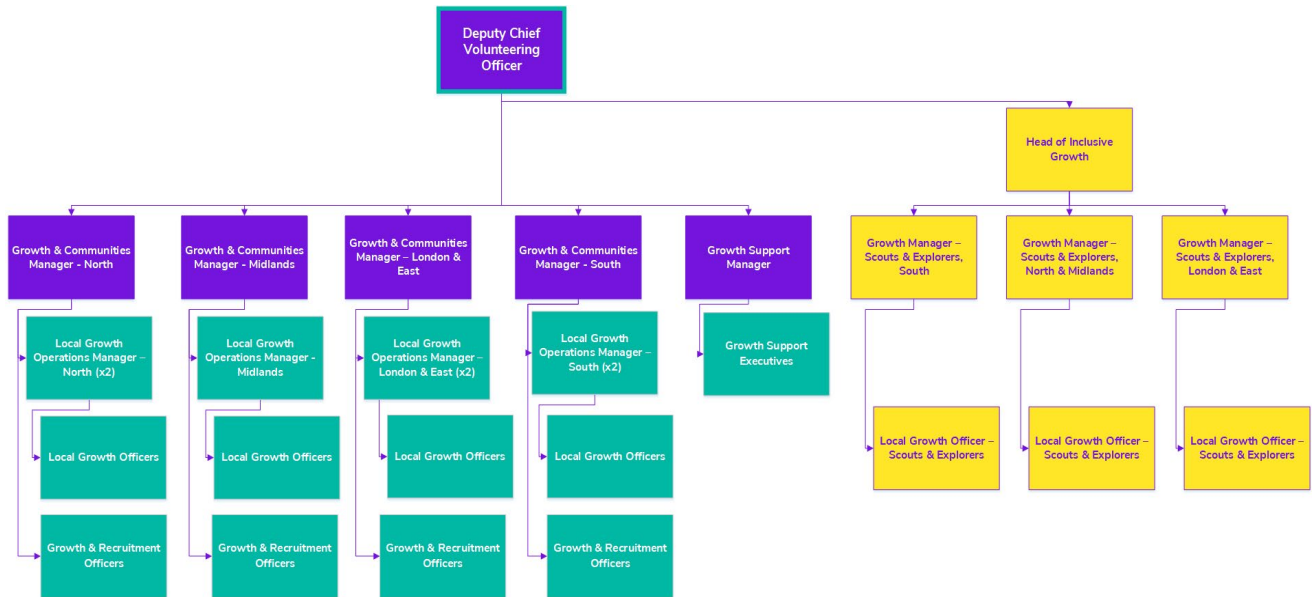
Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



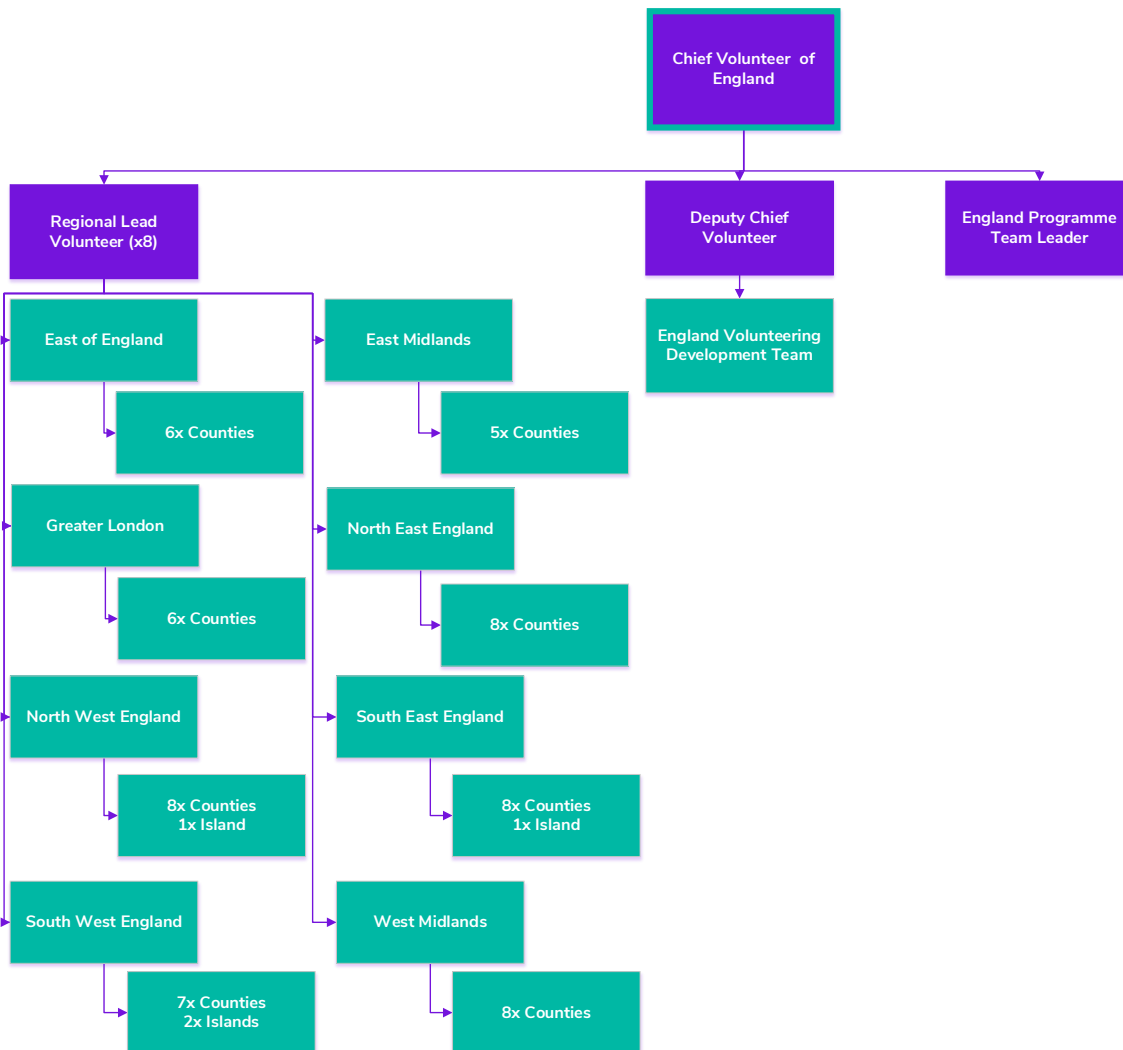
## Volunteering Operations Department Structure:



## Growth & Communities Team Structure:



## Our England Lead Volunteers Team Structure:



# Introducing the Volunteer Operations Department

The Volunteering Operations Department is all about our volunteers and the volunteering experience, comprised of three teams, we work collaboratively with staff and volunteer colleagues across Scouts' UK Headquarters to provide the resources, advice and services which drive inclusive recruitment and retention of volunteers and youth members for Scouts to grow across the UK. We work in partnership with our UK Headquarters volunteer colleagues (Lead Volunteers, Commissioners and Trustees) to provide the infrastructure and resources to ensure we provide a brilliant volunteering experience for our 140,000 adult volunteers who deliver Scouting activities to young people day in day out.



**Sam Morris**  
Chief Volunteering Officer

We are organised across three main teams; our Growth & Communities Team support lead volunteers to be effective in their roles and works across England to grow our membership by setting up new Scout Groups; our Volunteering Services Team provides all of our front-line day to day volunteer services including our scouts support centre, grant funding for local Scouting, volunteer awards, support for our UK Headquarters volunteers as well as the national and international events that we manage at a UK level; finally our Volunteering Experience Team are responsible for the design and development of the way volunteering looks and feels at the Scouts, maintaining and producing key resources and policies, as well as leading our current transformation work to improve our overall volunteering experience.

If you're someone who loves to throw themselves into everything going on across the organisations you work for then the Scouts and specifically our Department is a great place for this, with such a wide variety of different work and activities going on all the time across our teams there are a lot of opportunities; from contributing to new ways of working, supporting at events we run and sharing knowledge and experience of working with volunteers with our wider staff and volunteer teams across the Scouts. We have a friendly and social team of people and we work hard to make sure our remote-based colleagues feel included and part of our wider team, whether that's through informal social activities or our regular face to face department days.

If you're looking for your next challenge with a team of talented, passionate and fun people, committed to making a difference for young people within a values-based culture then we'd love to hear from you.

**Sam Morris**  
Chief Volunteering Officer

# We're the Growth and Communities Team.

## Bring your talents and energy to the mix.

**Through the incredible efforts of our volunteers and staff team, we are helping more young people gain skills for life.** We offer young people skills, friendship, and a powerful sense of belonging. We offer a great programme, create new spaces for young people to join, and recruit new volunteers to support them. We have grown in the last year but there's much more to do with 90,000 young people on waiting lists who are missing out on the opportunities we offer.

**Our team achieves growth** by working with local communities to open new provision across England and we're curious, passionate, and tenacious about making sure new provision **reaches young people from all backgrounds**. This role is critical to achieving our ambition of opening 500 more sections in low-income communities and attracting members from Black, Asian, and Minority ethnic families. With that in mind, we are keen to ensure that our team is representative of the communities we serve, so encourage applications from people from Black, Asian, and minority ethnic backgrounds.

**We have fun, and we're flexible.** Our team is full of great people who want to enjoy their time at work. We trust our people to work in a way that makes their personal lives easier but still gets the job done. It doesn't happen often, but when things are tight we pull together to put in the extra time to get the job done.

**We work hard to keep ourselves, and the people around us, at our best.** Whether it's taking the time during working hours for professional development, or making sure we call out amazing work by our colleagues, we help our people to succeed.

**We celebrate working in partnership with volunteers.** We're conscious of just how much time and energy local volunteers give to Scouting, and so think carefully about balancing getting things done, with doing things in the right way. Partnership, engagement, and thinking a few steps ahead are all part of the job.

Without exception, our team is full of passionate, talented, and caring people. We achieve amazing things. And we would like you to join us. The key to success within our team is the ability to work together, engage, and develop collaborative partnerships with our volunteers. Working together to help our young people gain skills for life.

**Chris Howe**  
Local Growth and Operations Manager – South East



# About the role:

## Local Growth Officer

<b>Responsible to:</b>	Local Growth and Operations Manager – South East
<b>Directorate:</b>	Operations
<b>Department:</b>	Volunteer Operations
<b>Function/Team:</b>	Growth and Communities
<b>Base Location:</b>	Home-based covering Buckinghamshire
<b>Term:</b>	Fixed Term – 24 months (2 Years)
<b>Salary:</b>	£31,716 Per Annum, Band E, Level 3 + Mileage.
<b>Hours:</b>	35 hours per week
<b>Internal Relationships:</b>	Growth and Communities Team, County Commissioners, District Commissioners, and other volunteer colleagues within the wider Volunteer Operations Department and across The Scout Association
<b>External Relationships:</b>	Staff in organisations from the wider voluntary/third sector; suppliers and contractors for services, and funders.
<b>Regulated role:</b>	Yes – an Enhanced DBS check is to be completed as per The Scouts Association’s Recruitment and Selection Policy

*The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the postholder may be required to liaise.*

## Core Purpose of the Role

The purpose of the job is to instigate, support, and deliver focused growth projects and plans across the Region as agreed by the Local Growth Operations Manager. To provide high-quality and proactive support to prepare key line managers (specifically Group Lead Volunteers and District Lead Volunteers) to undertake their roles effectively and thereafter throughout their term of appointment. To support Scouting volunteers to develop and grow Scouting, including but not limited to delivering volunteer recruitment, growth at group level, and building community links.

# Key Accountabilities

- Support and work in partnership with lead volunteers within the County (District lead Volunteers, Group Lead Volunteers) and other volunteers to grow Scouting's membership in Buckinghamshire.
- Open new Scouting provision and ensuring that Scouting is accessible to all.
- Inspire and enable local Scouting volunteers to devise, apply, and refresh sustainable growth plans in existing and planned new sections, aligned to our inclusive growth strategy, using our project work bank approach.
- To advise and support local Scouting volunteers in the retention and recruitment of adult volunteers.
- To advise, support, and encourage local Scouting volunteers to engage with under-represented communities in their local areas.
- Help identify, create, and design new tools and resources to support inclusive membership growth and development.
- Liaise with other staff from across headquarters, particularly concerning development and volunteering issues.
- Represent Scouts UK Headquarters and its functions in all aspects of the role.
- Any other accountabilities commensurate with the general level of responsibility of the post.

# About you

## Skills and abilities

- Ability to work effectively as part of a remote team.
- Excellent planning and organisational skills with the ability to manage and deliver a varied workload and set of projects whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders.
- Confident public speaker and skilled at presenting ideas and information to internal and external stakeholders, both digitally and face-to-face.
- Be able to work independently and be able to identify and develop new opportunities for volunteer engagement.
- Excellent communication and interpersonal skills to enable successful influencing, listening, and negotiating with others.

## Knowledge, experience, and qualifications

- Experience of working with volunteer groups.
- Experienced in community engagement and demonstrate an understanding of best practices when recruiting and supporting volunteers.
- Understanding of volunteer engagement, with evidence of working with diverse communities.
- Experience using digital platforms such as Zoom and Teams effectively to organise and facilitate impactful workshops and events to a variety of stakeholders.
- Education, training, and continual professional development relevant to the scope of responsibilities of the Local Growth Officer role.

## Personal qualities

- Self-starter with the ability to work remotely.
- Able to operate an effective home-based office, juggling personal/family life with work.
- Be committed to the fundamentals and values of Scouting.
- An excellent role model who promotes high standards of integrity, and commands trust and confidence from others.
- Open, confident, and collegiate with the ability and willingness to challenge constructively, to receive challenges, and to work effectively at all levels internally and externally.

## Other essential criteria

- Able and willing to travel extensively, including spending frequent nights away from home.
- Willing and able to be a Member of the Scout Movement.
- Required to work frequent evenings with regular weekends to accommodate events/meetings with volunteers.
- Live in or very near to Buckinghamshire to enable close partnership working with volunteers.
- Full UK driving license with access to a car for work.

# How to apply

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

Please apply via our jobs page by **23:59pm Sunday 3<sup>rd</sup> November 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.

**Interviews will be held on Thursday 14<sup>th</sup> November at Braid Wood Camp Site, Chartridge, Chesham, HP5 2UU**

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

**INVESTORS IN PEOPLE™**  
We invest in people Gold