

We need go-getters who can provide more young people with skills for life.



Growth & Communities Manager – Midlands

12 Months Fixed-Term Contract - Maternity Cover

Applicant Information Pack



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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.



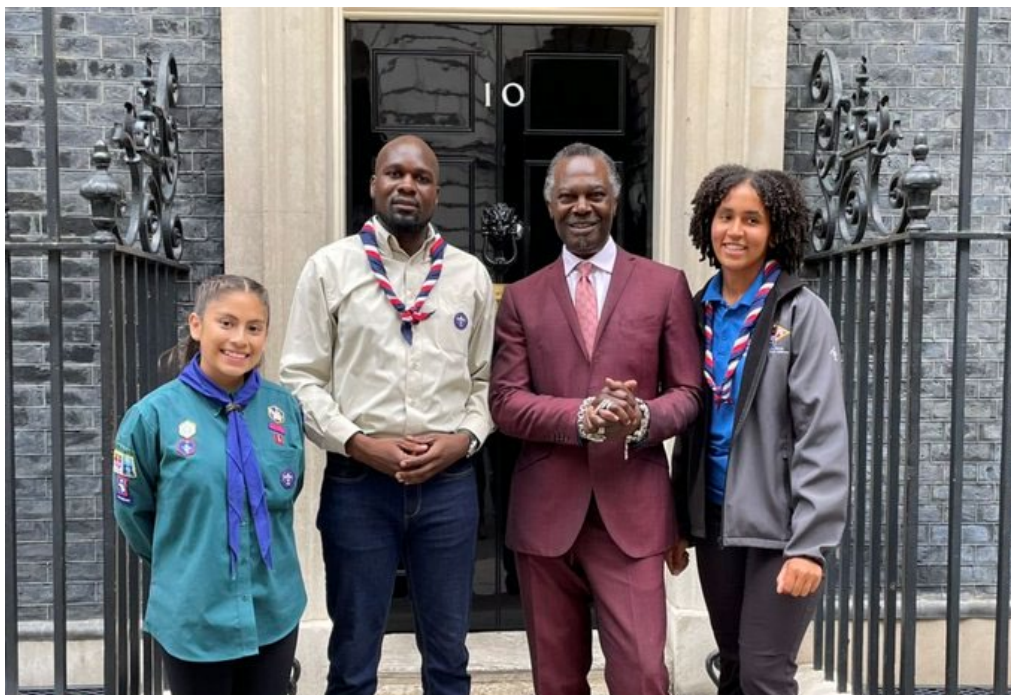
Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

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Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi 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?

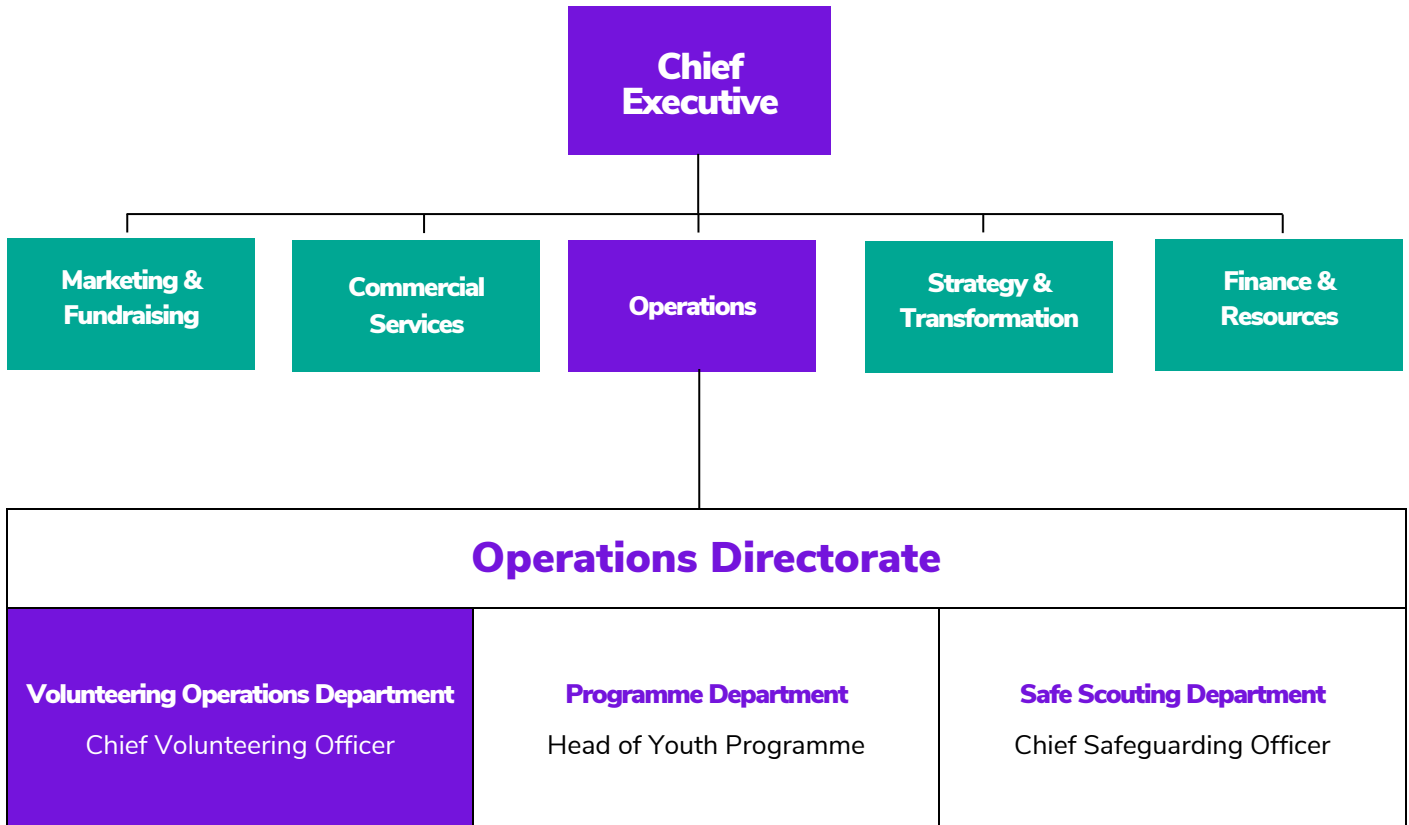
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, and we don't insist you go 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 – this'll be opening soon

Want to know more?

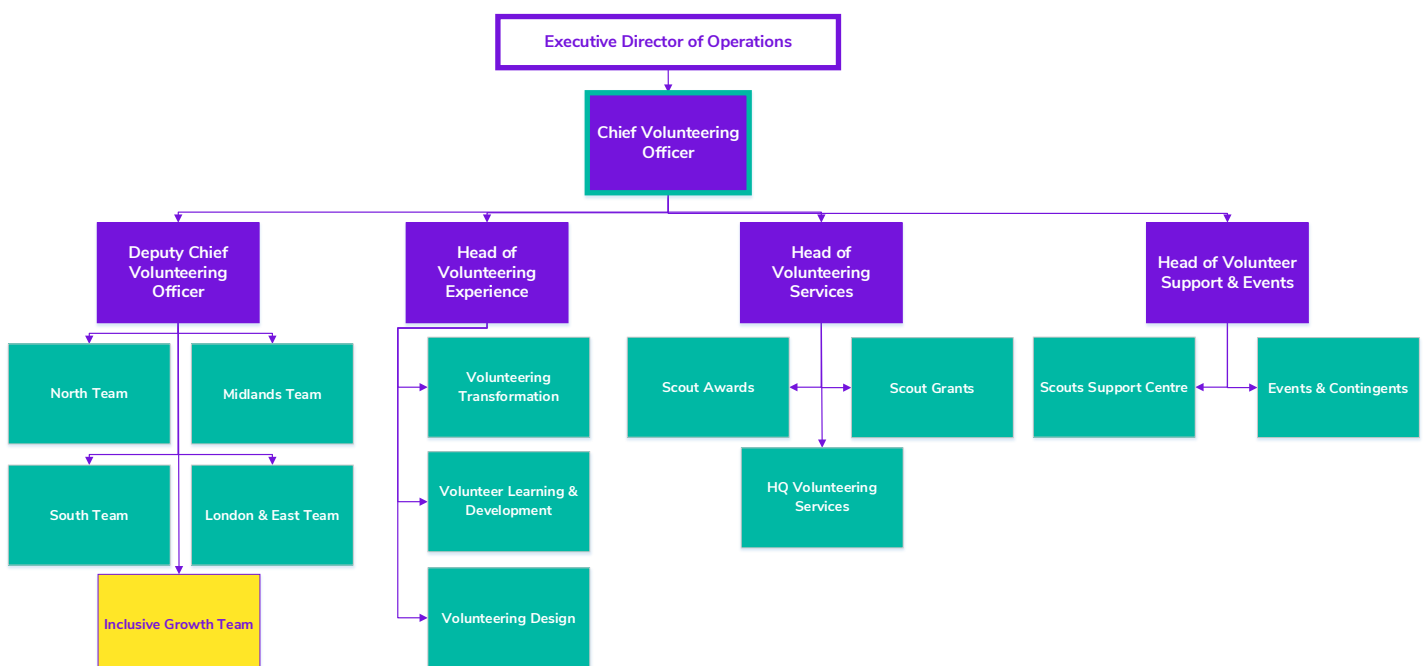
Check out our [benefits page](#)

How we're structured

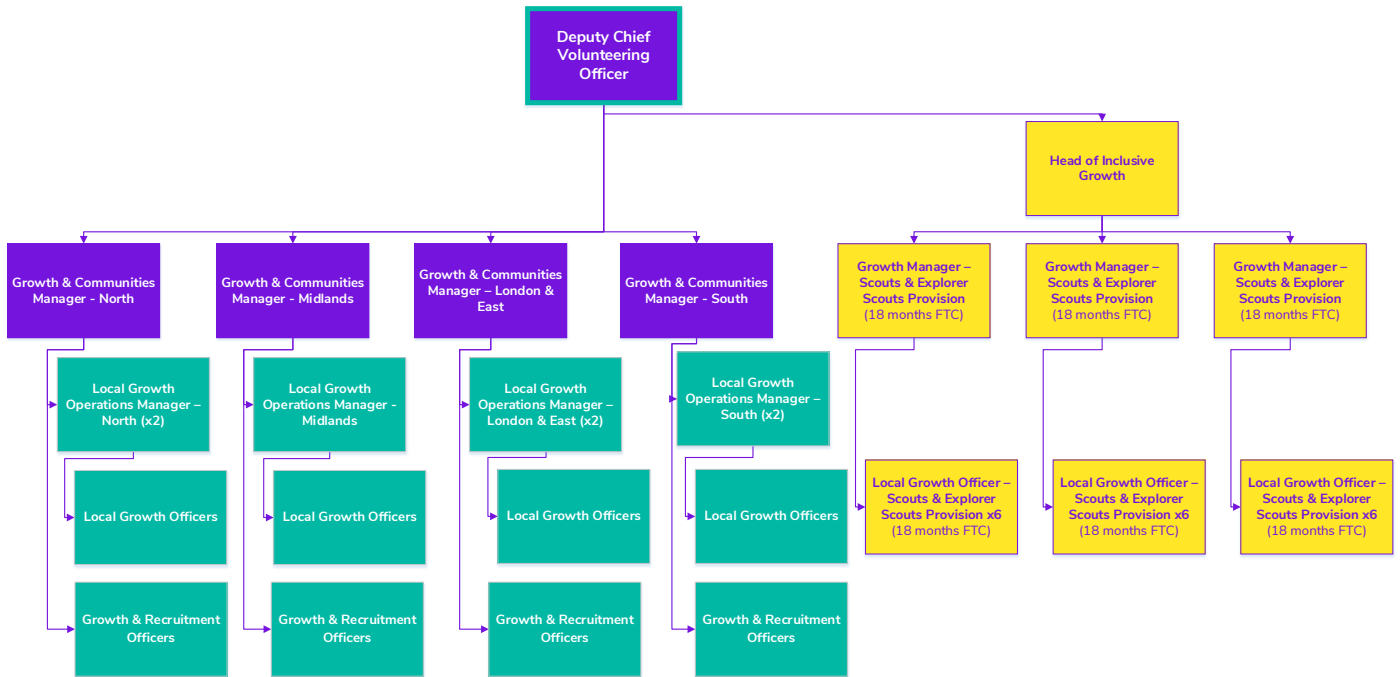
Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



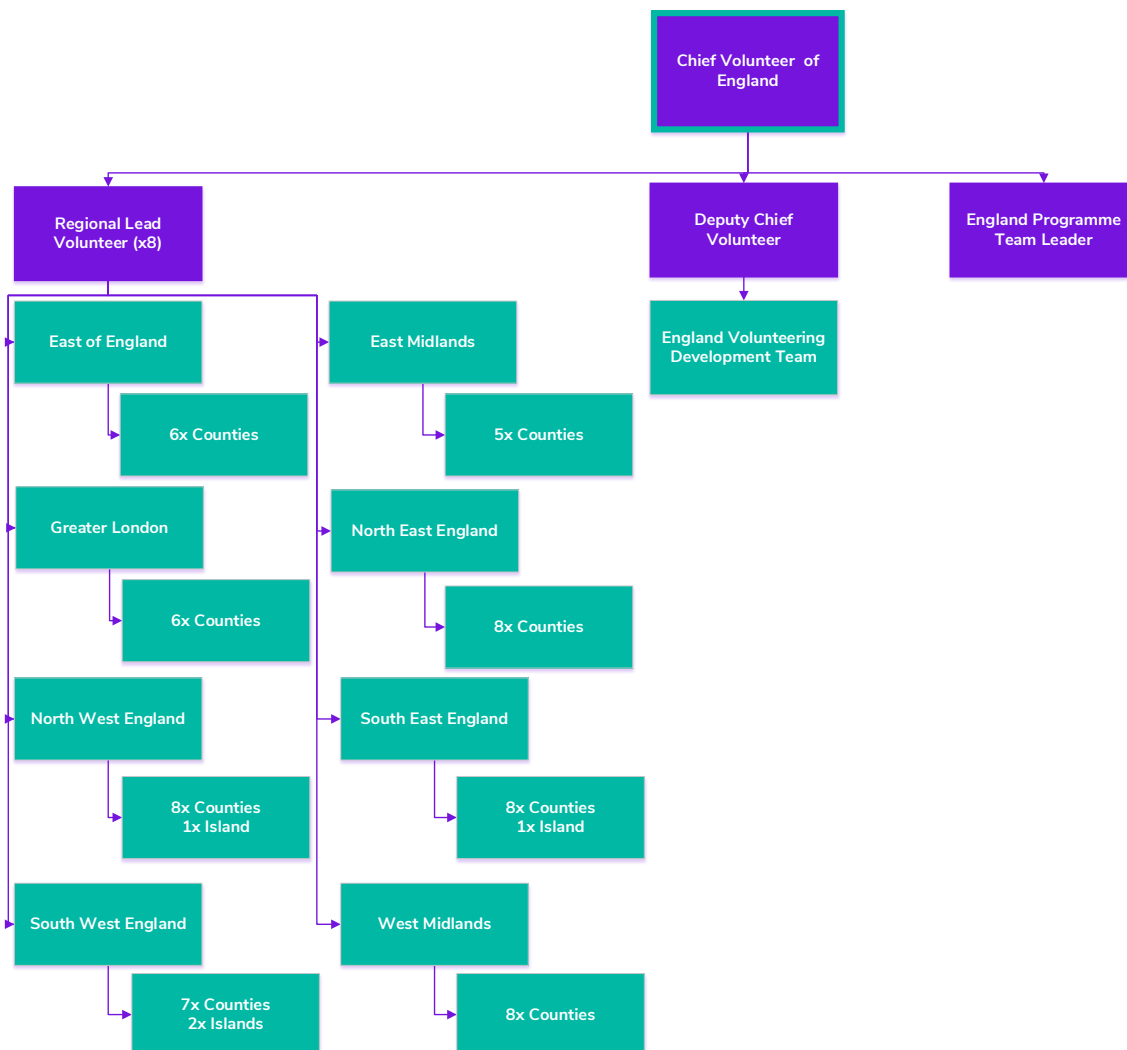
Volunteering Operations Department Structure:



Growth & Communities Team Structure:



Our England Lead Volunteers Team Structure:



Introducing the Volunteering 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 works across England to grow our membership by setting up new Scout Groups and support lead volunteers to be effective in their roles; 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.

We're the Growth & Communities Team.

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 16% 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. We induct and coach volunteer managers, create growth resources and online toolkits, deliver workshops and use a community based approach to open new provision, connect communities and build a stronger society. 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 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 background.

We secure partnerships that unlock new resources and funding for Scouting to grow and thrive. We help volunteers change lives, and we make no apologies for taking that seriously.

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 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.

Thanks to a commitment from our Board of Trustees and UK Leadership Team to accelerate our work to grow Scouting in communities across the UK currently underrepresented in our membership, specifically focused on more deprived locations as well as predominantly Black, Asian and/or Minority Ethnic communities, an investment has been made which this role forms part of and we're excited to welcome you to the team to help us in our efforts.

Without exception, our team is full of passionate, talented and caring people. We achieve amazing things. And we would like you to join us.

About the role:

Growth & Communities Manager – Midlands

Responsible to:	Deputy Chief Volunteering Officer
Directorate:	Operations
Department:	Volunteering Operations, Growth & Communities
Team:	Growth & Communities
Base Location:	Home Based within Midlands (This is a Midlands based role. The successful applicant will need to be able to get to the Midlands periodically but it is not required you live in the area)
Term:	12 months Fixed-Term Contract (Maternity cover)
Salary:	£46, 475 per annum, Band G, Level 3 – Plus car allowance
Hours:	35 hours per week (including evenings and weekends)
Line Managements:	A team of direct and indirect reports
DBS:	Enhanced

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

As a Growth & Communities Manager, you will work strategically with Regional Lead Volunteers in the Midlands and the national volunteer leadership team to extend the reach of Scouting. You will lead a team of growth staff to support local Scout Counties and Districts to achieve their growth and development ambitions, with additional responsibilities to induct and support volunteer managers locally.

You will ensure high quality support is available to our members, that local Scouting has the right resources in place to help them grow, and ensure any externally funded projects deliver against agreed objectives, KPIs and costs. Work collaboratively with volunteers and our strategic funding team to scope, identify and secure funding for new projects. You will form productive partnerships with local volunteers and help support the wider work of the Growth & Communities Team and the Operations Directorate.

Key Accountabilities

- Provide leadership, management and support to the Local Growth Operations Managers and Growth & Communities staff across the allocated area, ensuring that they deliver their objectives, on a wide range of core and funded project work.
- Lead Growth Planning process for the Midlands Area overseeing mapping, planning and monitoring of growth activity
- Deliver a monthly management report outlining progress against growth targets for the Midlands Area
- Provide strategic support for the relevant Regional Lead Volunteers, in particular focusing upon the growth of Scouting within the appropriate Regions.
- Provide advice and support on the strategic growth and development of Counties and Districts to County and District Lead Volunteers.
- Work in partnership with the relevant Regional Lead Volunteers on the selection and induction of new County Lead Volunteers.
- Work with colleagues in the Strategic Funding Team to identify, approach and bring on board new funding opportunities for growth projects in counties and districts.
- Oversee one of the Growth & Communities Collaborative Action Groups, matrix managing officers from across the team to help improve the capabilities of the function
- Work with other staff from Operations and across UKHQ to lead, plan, promote and implement growth initiatives and projects.
- Represent Headquarters and its departments in the Regions and Counties, advising on trends and issues through regular reports.
- Contribute to the national strategy and the growth of Scouting, including how to ensure that we are inclusive and can extend the reach of Scouting, ensuring that it is reflective of our local communities.
- Ensure effective reporting and project evaluation to key stakeholders and funders.
- Build and manage departmental and project budgets.
- Participate in an on-call rota to provide staff support for critical incidents.
- Provide volunteers with support for critical incidents (excluding Safeguarding issues).
- Manage, administer and maintain an effective home based office.

Any other duties as reasonably requested by the Deputy Chief Volunteering Officer

About you

Person Specification

A values driven individual who can lead and drive a remotely deployed team, someone who can demonstrate they can deliver on growth targets in the charitable sector. Someone who can engage with and support a range of key volunteer stakeholders across the regions and country, providing high quality customer service. An exceptional team player, with the ability to successfully identify, implement and deliver externally funded projects.

Skills and abilities

- Able to lead, manage, coach, motivate and support a number of direct and indirect reports
- Ability to work on and lead a wide range of different and complex projects
- Possess high level of communication and interpersonal skills to enable successful relationship building, influencing and negotiating with others
- Able to build and maintain effective relationships, working collaboratively with a wide range of people from young people, to Chief, Regional, County and District Lead Volunteers to leaders of faith communities and external bodies
- Manage a diverse workload and reach targets that are set within deadlines
- Able to address staff performance issues
- Advise on project planning and development issues
- Able to support volunteers with critical incident management
- Able to work as part of a wider management team
- Work independently of direct supervision
- Work as part of a team
- Provide own administrative support
- Be an effective trainer

Knowledge, experience and qualifications

- An understanding of most, if not all of the following issues: growth, rural communities, urban communities, deprived communities, minority ethnic communities, schools, local authority youth and community service, partnership projects
- A track record of obtaining external funding, running highly effective funded projects and delivering on funded project objectives
- Experience of working with other volunteer groups or organisations

Personal qualities

- Be committed to the fundamentals and values of Scouting.
- Be enthusiastic and able to enthuse others
- Be reactive and responsive to the needs of others, especially in critical incident management
- Be a self-starter

Other essential criteria

- Able and willing to work frequent evenings and weekends
- Able and willing to travel extensively, including spending nights away from home
- Full UK driving licence and access to a vehicle for work
- Live in a geographical location to enable effective liaison with volunteers in the relevant locations
- Able to operate from home based office with regard to acceptance of constraints this places on personal/family life

How to apply

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

Please submit an online application via our website at <https://www.scouts.org.uk/about-us/jobs/>

Application deadline: 09:00am Monday 8th July 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 Monday 15th July 2024

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 Ben Sundell Ben.Sundell@scouts.org.uk to set up a call or virtual meeting.

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We invest in people Gold