

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



## **Local Growth Officer – Sutton Coldfield**

1 Year Fixed-Term Contract,  
Part-time 20hours per-week

## **Applicant Information Pack**



<b>Hello and welcome</b>	<b>3</b>
<b>What's in it for you?</b>	<b>4</b>
<b>How we're structured</b>	<b>5 - 6</b>
<b>The Volunteering Operations Department</b>	<b>7</b>
<b>The Growth &amp; Communities Team</b>	<b>8</b>
<b>The role</b>	<b>9 - 11</b>
<b>How to apply</b>	<b>12</b>

# 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

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**Carl Hankinson, UK Chief Commissioner**

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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?

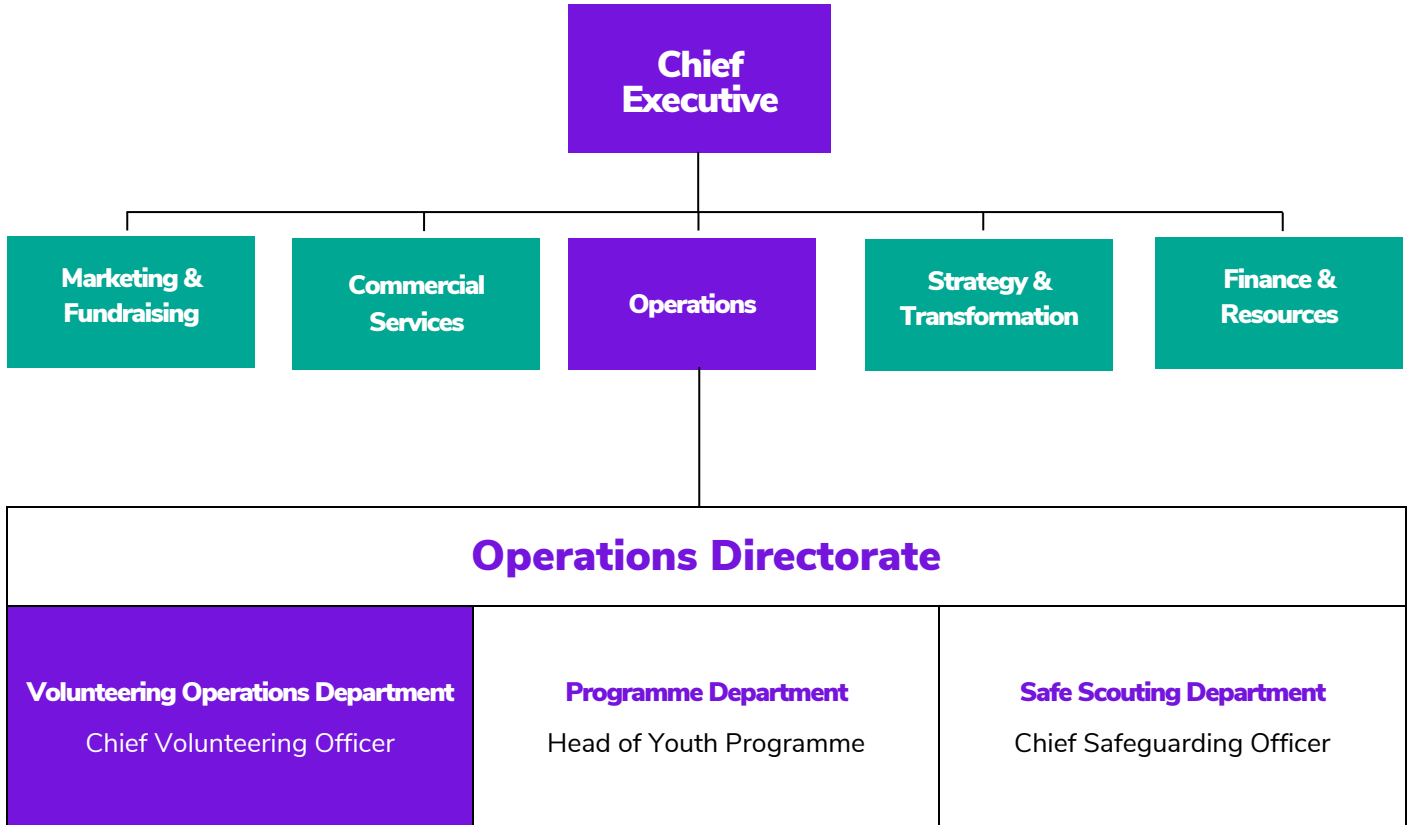
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, and we don't insist you go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

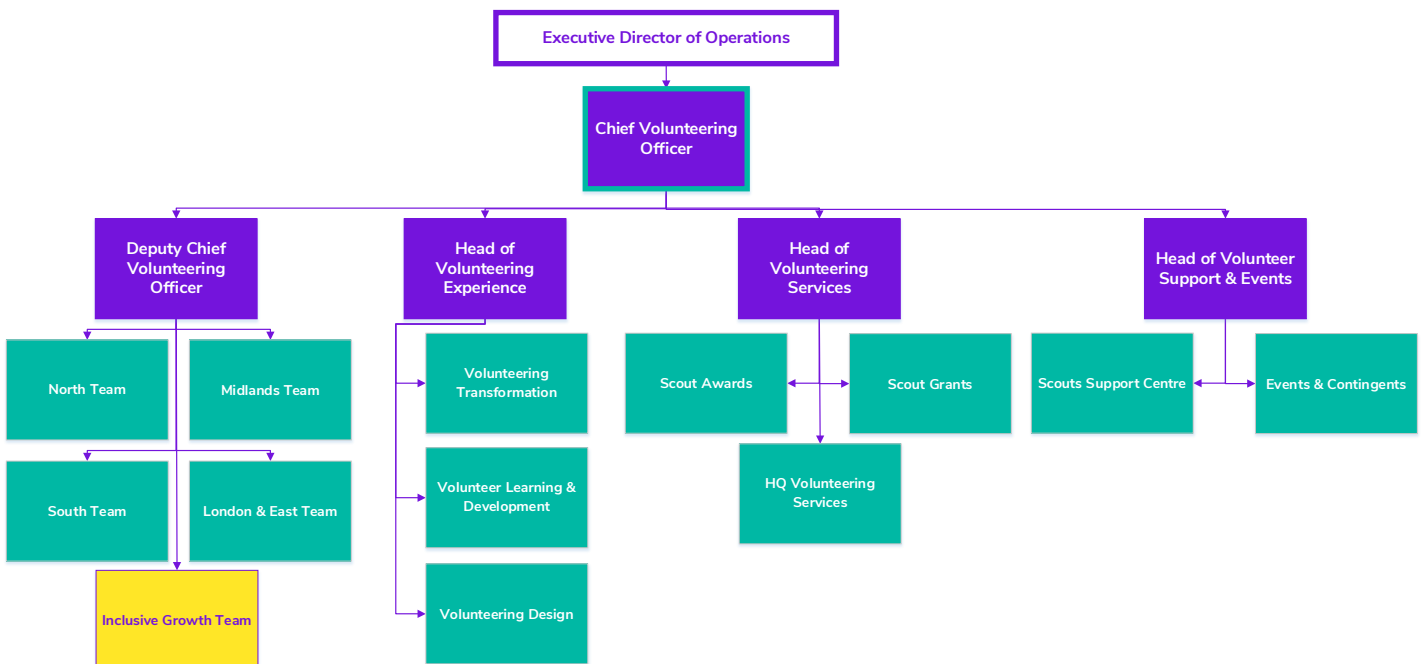
Check out our [benefits page](#)

# How we're structured

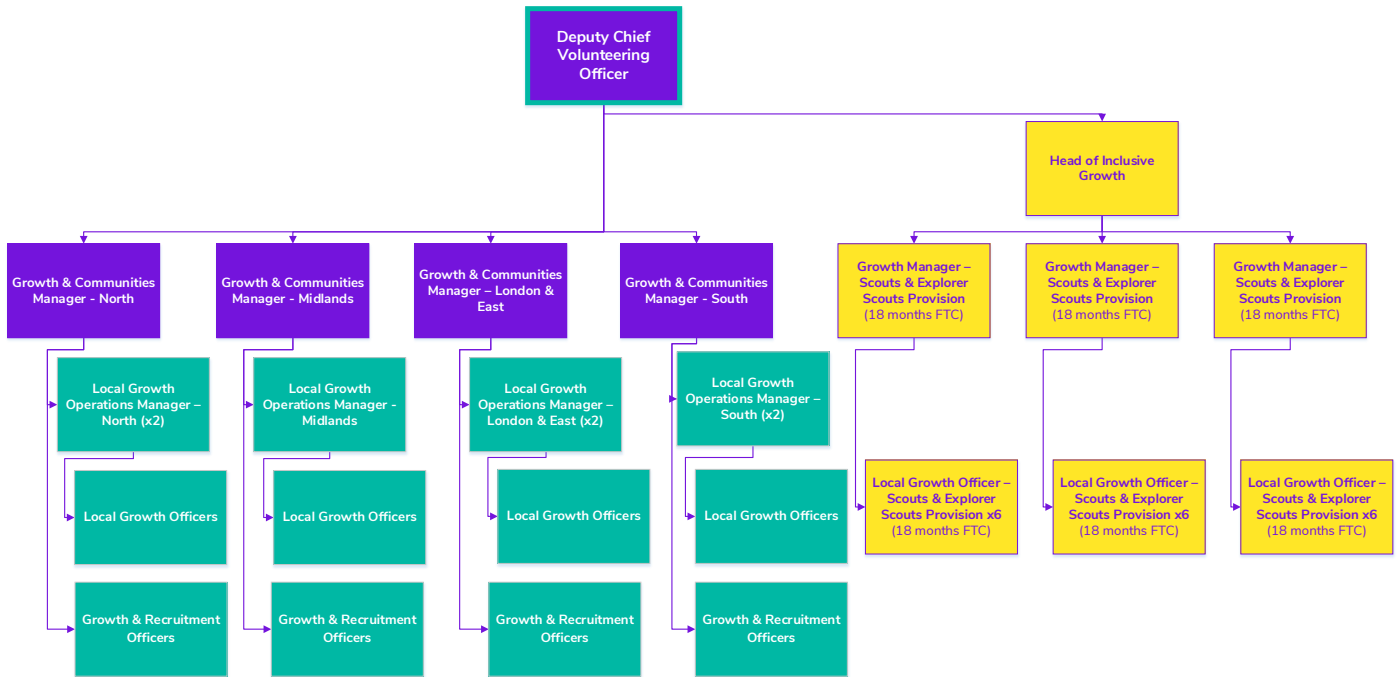
Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



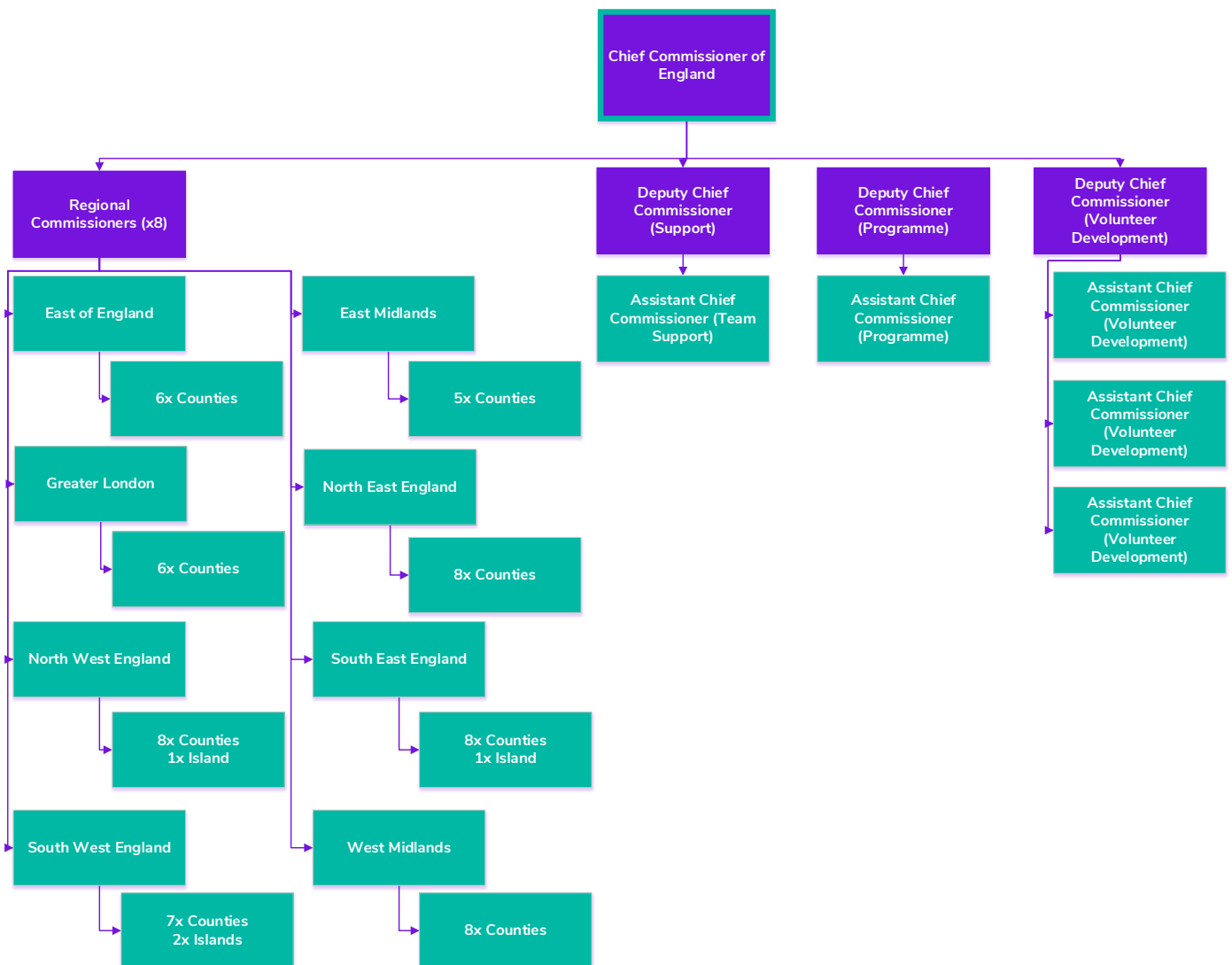
## Volunteering Operations Department Structure:



## 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:

# Local Growth Officer – Sutton Coldfield

<b>Responsible to:</b>	Local Growth Operations Manager – Midlands
<b>Directorate:</b>	Operations
<b>Department:</b>	Volunteering Operations
<b>Team:</b>	Growth & Communities
<b>Base Location:</b>	Home Based within Birmingham
<b>Term:</b>	1 Year Fixed-Term Contract
<b>Salary:</b>	£18,123.43 per annum, Band E, Level 3 (Pro-rotta £31,716 per annum) Band E, Level 3
<b>Hours:</b>	Part-time-20 hours per week (including evenings and weekends)
<b>Internal Relationships:</b>	Growth & Communities Team, County Commissioners and District Commissioners within assigned location, colleagues within the wider Volunteering Operations Department, and wider Departments across The Scout Association
<b>External Relationships:</b>	Equivalent staff in organisations from the wider voluntary/third sector; suppliers and contractors for services, 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

As a Local Growth Officer you will be pro-actively helping the Districts (Sutton Coldfield East and Sutton Coldfield West) to achieve their growth ambitions focusing specifically on opening new sections and recruiting new adult volunteers by collaborating with local volunteers and our wider Growth & Communities team.

You will provide practical 'hands on' support that creates new spaces for young people to join, and recruit adult volunteers to support them.

You will form productive partnerships with our local key volunteers and help support the wider work of the Growth & Communities Team, Volunteering Operations Department, and Operations and Strategy & Transformation Directorates at Scouts.

## Key Accountabilities

- Support and work in partnership with District Commissioners, Group Scout Leaders and other volunteers to open new sections to grow Scouting within the District according to the District Growth Plan.
- Open new sections in line with the District Growth Plan, and using local knowledge, collaborating with local volunteers and contributing to the ongoing development of the Growth Plan as needed to ensure that we are achieving our ambitions to create more Scouting opportunities for young people within IMD 1-3 areas and within predominantly Black, Asian and Minority Ethnic communities.
- Recruit new adult volunteers to support the District's and Group's long-term sustainability by identifying opportunities and supporting their welcome into Scouts.
- Work with the relevant local lead volunteers, to understand their current community reach and identify opportunities for growth within their local areas.
- Produce regular progress reports against targets and within agreed timescales as part of our organisational recording and reporting systems and for scrutiny by the Project Steering Group.
- Enable and motivate local volunteers to devise, apply and refresh sustainable growth plans in existing and new provision.
- Advise and support local Scouting upon the retention and recruitment of adult volunteers within newly created sections.
- Work with other colleagues within the Growth & Communities Team to identify, capture and showcase examples of good and emerging new practice in opening Scouts in currently underrepresented communities for wider dissemination among staff colleagues and volunteers across the movement.
- Represent UK Headquarters and its departments within the County and its Districts, advising on trends and issues through regular reports. Contribute to the national debate on the growth of Scouting.
- Manage, administer and maintain an effective home based office.
- 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 organisations and 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.
- An understanding of most, if not all the following issues: growth, rural communities, urban communities, low income communities, minority ethnic communities, schools, local authority youth and community service, partnership projects
- 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, and to receive challenge, and to work effectively at all levels internally and externally.

## Other essential criteria

- Able and willing to work frequent evenings and weekends
- Able and willing to travel, 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

# 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: Wednesday 3 July 2024, midnight.**

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 11 July 2024 within Sutton Coldfield (location TBC).**

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

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