

We need people who are great with people.



Applicant Information Pack

Programme Officer - Youth Leadership



Hello and welcome	3
What's in it for you?	4
How we're structured	5
The Youth Programme Team	6
The role	7 - 10
How to apply	11

Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. 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.

We were voted Charity of the Year in 2022 and we are accredited with Investors in People Gold Standard.

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



Aidan Jones, 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.'

Carl Hankinson, UK Chief Volunteer



Chief Scout, 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?

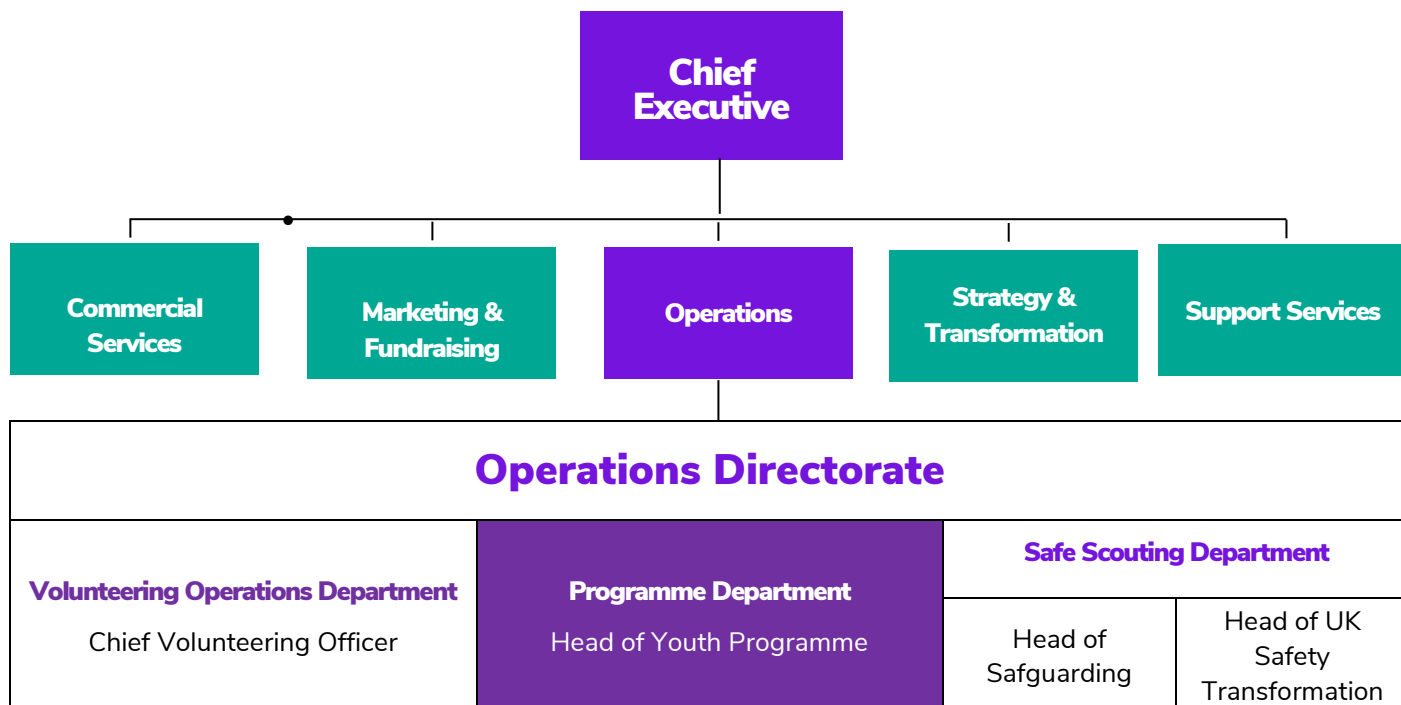
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go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

Want to know more?

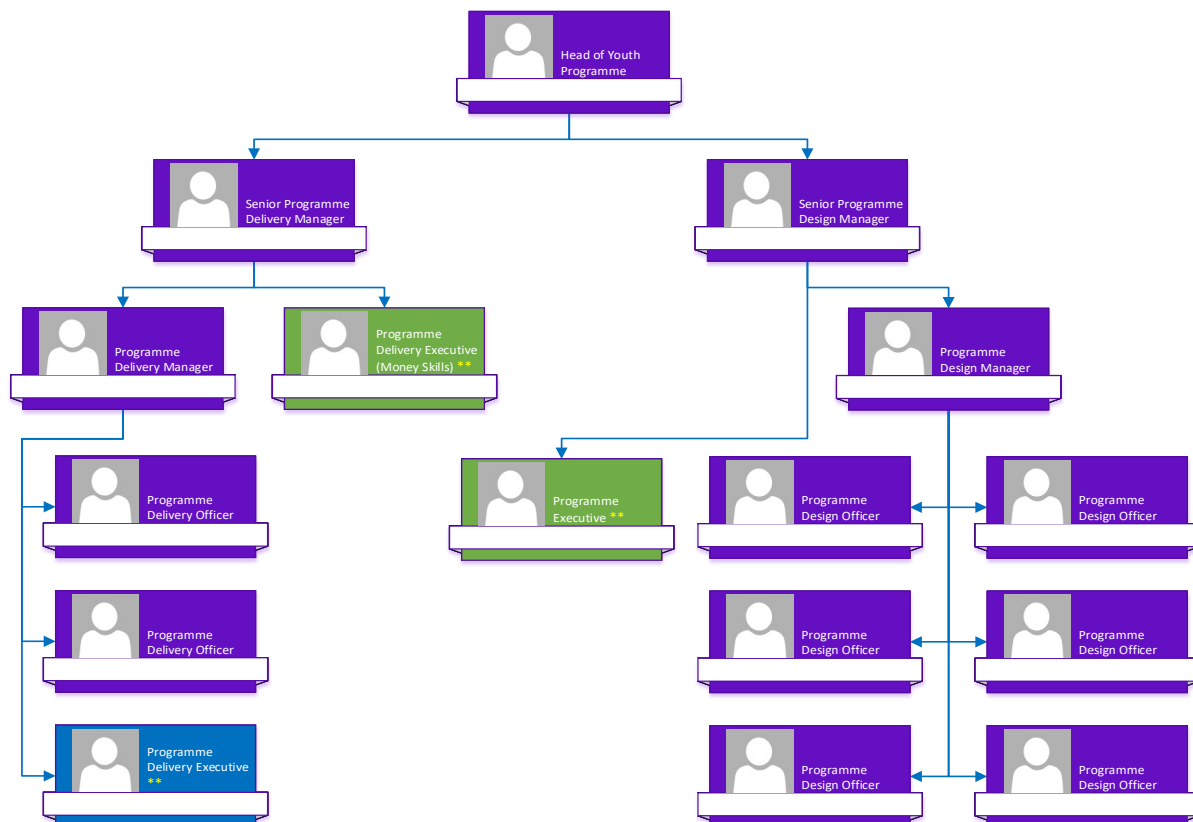
Check out our [benefits page](#)

How we're structured

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



Programme Team Structure:



We're the Youth Programme Team.

We're doing well, but you can help us do better.

Joining the Youth Programme Team at Scouts means being part of a dynamic, forward-thinking group that is shaping the future of young people across the UK. We're a passionate, collaborative team that thrives on innovation, creating high-quality, impactful programmes that equip young people with the skills, confidence, and opportunities to thrive. From evolving our Theory of Change to designing an inclusive youth leadership programme for underserved communities, our work is as ambitious as it is rewarding. We celebrate wins together, problem-solve creatively, and are always looking for fresh perspectives to challenge and improve what we do.

Working with us offers the chance to lead on exciting projects, influence national youth programme design, and develop skills in programme strategy, co-creation, and impact measurement. Whether you're shaping new badge frameworks, designing experiences for young leaders, or supporting volunteers to deliver life-changing opportunities, you'll be making a real difference. We operate with a structured yet flexible approach—balancing big ideas with practical delivery—and believe in professional growth through collaboration, experimentation, and learning from each other. If you're looking for a role where you can innovate, develop, and see tangible impact in young people's lives, our team is the place to be.

Hilary Maywood
Head of Youth Programme



About the role

Responsible to:	Programme Delivery Executive
Department:	Programme Team, Operations Directorate
Base Location:	Home based or Gilwell Park (Hybrid), Chingford, London.
Role supports hybrid working:	Yes – click here for further details
Term:	Fixed Term until 31 March 2026
Salary:	Gilwell Park (with Hybrid Working) - £33,476.00 (Band E Level 3, inclusive of OLW) Homebased - £31,716.00 (Band E level 3)
Hours:	35 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	Volunteer Team, Communications Team, Safe Scouting Team, UK Commissioner and Deputy UK Commissioners for Programme and wider Association staff and volunteers
External Relationships:	Equivalent staff in organisations from the wider voluntary/third sector including DofE; Government agencies and organisations; and funders.
DBS:	Enhanced
All together days:	In-person Programme team meetings every two months at Gilwell Park.. Annual residential, All Staff Conference, Annual Appraisal, and specific learning/development events. Mostly based at Gilwell Park. Sub-team meetings every six weeks Heads of Service make decisions regarding all together days for their teams. The frequency of all together days are a guide and are subject to change based on the requirements of the role, the team and the wider organisation.

What's expected?

Join Scouts in a dynamic role where you'll help shape the future of youth development. As a Programme Officer, you'll play a pivotal part in delivering high-quality, non-formal educational programmes that inspire young people aged 4–24 to develop essential skills for life.

A key highlight of this role is leading the DCMS Scouts Pilot Youth Leadership Development Programme, which empowers young people (aged 14–18) from underserved communities to design and deliver engaging holiday activities for younger peers (aged 10–13). This is a unique opportunity to champion youth-led innovation and create lasting impact.

In this role, you will:

- Co-create transformative programme content aligned with our Theory of Change, ensuring every experience is meaningful and empowering.
- Champion youth participation, enabling young people to take the lead and shape their own journeys.
- Explore pathways for accreditation, employment, and volunteering, helping young leaders unlock future opportunities.
- Support volunteers to deliver inclusive, high-quality programmes through training, resources, and collaboration.
- Build strategic partnerships with funders and organisations to enhance accessibility and drive innovation.
- Lead on evaluation and learning, using insights to adapt and improve our programmes for greater impact.
- Ensure alignment with Scouting values, while embedding sustainability and scalability into everything we do.

Beyond delivering the pilots, you'll also:

- Contribute to the wider Programme team's efforts to design engaging national content and tools.
- Support funding bids and pilot implementation.
- Help foster a culture of continuous improvement, creativity, and empowerment across our volunteer network.

Key accountabilities

- Support the Programme Delivery Executive to implement impactful programmes and activity for Young Leaders (aged 14-18), adult volunteers, and young people prioritising those in areas of multiple deprivation and Black, Asian, minority ethnic families.
- Co-designing and delivering training and development opportunities for young leaders (aged 14-18) to equip them with programme delivery and safeguarding skills
- Supporting the recruitment and engagement of young leaders from targeted underserved communities

- Co-design and deliver engaging programme content and resources that support our goals for skills for life, wellbeing, citizenship, leadership, adventure, and connectedness.
- Supporting the monitoring and evaluation of the effectiveness of the Youth Leadership Development Programme pilot, including its impact on both the young leaders and the younger children participating
- Provide expert guidance and support to the young leaders in their delivery of holiday activity programmes for younger children
- Design and deliver training sessions, workshops, and events to build volunteer knowledge and confidence in programme delivery.
- Develop and maintain relationships with external subject matter experts, delivery partners and funders to co-create content and expand access for underserved communities.
- Research, consult, and test new approaches to youth programme design and delivery that reflect agile working and inclusive practice.
- Capture and analyse trends from member queries, forums, and pilot activities to inform programme improvements and resource development.
- Represent Scouts at forums, events, or working groups with stakeholders in the youth, education, social action or third sectors.
- Support internal knowledge sharing, cross-team collaboration, and learning to foster an agile, reflective and innovative team culture.
- Play an active part in contributing to the success of the Programme Team as a whole, both in terms of tasks and helping colleagues to be at their best.

About you

Skills and abilities

- Ability to work effectively with young people aged 14-24 in a leadership development context, empowering and motivating them to take on leadership roles
- Ability to co-create and write non-formal learning activities tailored to diverse young people.
- Strong communication and influencing skills with a wide range of internal and external stakeholders.
- Skilled in community engagement and working with diverse communities, particularly underserved communities.
- Ability to provide solutions to complex delivery challenges with empathy and clarity.
- Excellent planning, prioritisation and organisational skills; able to balance multiple workstreams.
- Ability to use data and feedback loops to refine content and improve delivery.
- Comfortable using digital collaboration tools and creating content for web-based platforms.
- Capable of working independently and as part of a high-performing, agile team.
- Ability to manage available resource in the most effective way to deliver on agreed organisational objectives.
- Demonstrable ability to work under own initiative, to tight deadlines and deliver to a high standard
- Good planning, project co-ordination and organisational skills with the ability to manage and deliver a diverse workload related to programme delivery across a complex project, whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders.

- Ability to co-create and implement effective plans to achieve agreed organisational objectives and to help make clear, informed and timely decisions.

Knowledge, experience and qualifications

- Proven experience in youth programme design and/or delivery, preferably at national or regional level.
- Experience engaging and working with volunteers and young people from diverse or underserved backgrounds in a leadership capacity.
- Experience in designing and delivering training, leadership or mentoring programmes for young people
- Familiarity with project management and partnership working in a non-formal education context.
- Experience of impactful programme delivery, innovation, quality assurance aligned to organisational goals, preferably in a non-formal education setting. This is likely to include basic project management skills, external stakeholder engagement and a basic knowledge of reporting required in national organisations.
- Experience of working as part of a team.
- Experience of managing own workload.

Personal qualities

- A passion for youth empowerment and leadership
- Enjoys working in a creative environment that values flexibility, relationships and fun, but is willing to go the extra mile when needed.
- Takes pride in delivering high quality, best-in-class outputs within time-sensitive processes.
- Recognises the benefits of empowering and collaborating with volunteers and young people, and can demonstrate the empathy needed, ability to give and receive constructive feedback.
- A commitment to diversity, equity, and inclusion, particularly in engaging underserved communities.
- Able to maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.
- Commitment to young people; understanding of their needs and a passion for supporting them to be their best.
- Passionate about empowering young people through engaging, inclusive programmes.
- Proactive, collaborative, and flexible in working style.
- Committed to diversity, equity, and inclusion in programme design and delivery.
- Enthusiastic about continuous improvement, feedback and learning.
- Willing to contribute to a vibrant and supportive team culture, taking responsibility to help others be at their best.
- Willing to go the extra mile to support a supportive team culture and shared success.

How to apply

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

Please submit an application by 11:59 pm on Monday 13th of October 2025

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, the 20th of October 2025

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 Alex Rayner at alex.rayner@scouts.org.uk to set up a call or virtual meeting.

