

# West Lancs Scouts



## County Development Officer

### Applicant Information Pack



# The Role...

<b>Responsible to:</b>	County Commissioner
<b>Employer:</b>	West Lancashire County Scout Council
<b>Base Location:</b>	Waddecar Scout Activity Centre (with home working as agreed with line manager)
<b>Term:</b>	Permanent
<b>Start Date:</b>	1 <sup>st</sup> July 2021 (or sooner if possible)
<b>Salary:</b>	£21,635 to £28,590
<b>Hours:</b>	37 hours per week, with regular evening work and some weekends
<b>Holidays:</b>	20 days per annum in the first year, rising to 25 after 1 year service, 28 days after two years and 32 after five years. This is in addition to public holidays.
<b>Line Management Responsibility:</b>	None
<b>Budgetary responsibility:</b>	Responsible for operating within agreed budgets/limits
<b>Internal Relationships:</b>	County Development Officer, County Commissioner, Deputy County Commissioners, Assistant County Commissioners, District Commissioners, Assistant District Commissioners, Group Scout Leaders.
<b>External Relationships:</b>	Headteachers, Representatives of External Bodies and Agencies, Other Youth Organisations, Civic Leaders, Representatives of Local Faith and Community Organisations.



## Core Purpose...

The purpose of the job is to support, instigate and deliver focussed growth projects across our County in agreement with the County Commissioner. You will be required to provide high quality and proactive support to our line managers (District Commissioners) and help us achieve our strategic objective, to exceed 12,000 youth members and 4,000 adults by 2025. To do this, we will support groups most impacted by Covid-19 and to seek new opportunities to reach more young people.

We believe that Scouting can change lives and transform communities and is more relevant than ever before. The core purpose of this role is supporting growth in our membership to reach more young people and adults.

# Key tasks...

- Support and work in partnership with District Commissioners, Group Scout Leaders and other volunteers to achieve organisational growth.
- Open new Scouting units in line with the project plan, and using local knowledge to contribute to the ongoing development of the project plan as agreed.
- Enable and motivate local Scouting to devise, apply and refresh focussed, sustainable growth plans in existing and new provision.
- Support existing Scout Groups to recruit new adults and young people.
- Advise and support local Scouting upon the retention and recruitment of adult volunteers.
- Sell Scouting and volunteering to a wide range of audiences, portraying a professional but fun and friendly organisation e.g. school assemblies, parents' meetings.
- Advise, support and encourage Scouting to engage with communities currently under represented in Scouting.
- Help identify, create and design new tools and resources to support growth and development across the County.
- Represent the County across our 8 Districts.
- Analyse data to identify trends, issues and potential future growth projects.
- Manage projects to achieve set objectives against an agreed timescale and keep stakeholders regularly updated of progress.
- Any other duties as may reasonably be required by the County Commissioner.

# The person we are looking for...

Someone to join our friendly staff and volunteer team to work across Lancashire. If you are enthusiastic and have a passion for providing more opportunities for young people, achieving targets and making a real impact on our organisations then we'd encourage you to apply. Our ideal candidate will have excellent communication skills and enjoy working with people. You will thrive whilst managing a diverse workload and reaching targets.



## Skills and Abilities

- Manage a diverse workload in a changing environment.
- Be able to deliver tasks against a set timeline and be able to think creatively and adapt to overcome challenges.
- Work independently of direct supervision.
- Work as part of a team.
- Provide own administrative support.
- Be an effective communicator.
- Be enthusiastic and able to enthuse others.
- Be a self starter.
- Live in a geographical location to enable effective management of projects.
- Able and willing to work frequent evenings and some weekends.
- Able and willing to travel around the County.
- Willing and able to be a Member of the Scout Movement.

## Knowledge and Experience

- An understanding of most, if not all of the following issues: rural communities, urban communities, minority ethnic communities, schools, local authority youth and community service, partnership projects.
- A strong knowledge of Scouting's programme, brand and organisational structure.
- Experience of working with and engaging with volunteers from other charities and not for profit organisations outside of Scouting.
- Experience of project planning and tracking would be desirable.
- Experience of successfully applying for grant funding is desirable.
- Experience of publicity and marketing.

## Values and Personal Qualities

We want to ensure responsive and genuine engagement all stakeholders, therefore the candidate will:

- Be a great communicator.
- Be able to use technology effectively to support their work.
- Be committed to the fundamentals and values of Scouting.

## Other Essential Criteria

- Hold a full driving licence.
- Have recent experience and involvement with Scouting/Guiding.
- Possess high level of relationship skills to ensure effective relationships with a wide range of people including young people.
- Manage a diverse workload and reach targets that are set within deadlines.
- Advise on project planning and development issues.
- Be highly organised and be able to complete time sheets, project logs and reports within deadlines.

## How to apply

In order to apply for this role, please complete our [online form here](#).

The closing date for applications is **Monday 24<sup>th</sup> May at Midday**

The interviews will be held on **Thursday 3<sup>rd</sup> June**

If you would to discuss the role in more detail, please contact Craig Dewar-Willox on 07851 798525 or [craig.dewar@westlancsscouts.org.uk](mailto:craig.dewar@westlancsscouts.org.uk)



## **Safeguarding Children**

We are a youth organisation who takes safeguarding seriously. The post holder agrees to comply at all times with the safeguarding rules as set out on TSA's yellow card, which can be found [here](#). This is shared with young people and carers, as well as employees, so everyone knows our rules of engagement.

In order to comply, stringent vetting procedures take place including checking against an internal database to assess suitability and also an enhanced DBS check is required.

## **GDPR and Data Protection**

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law and to adhere to our Data Protection and GDPR policies.

## **Health and Safety**

The post holder agrees to abide by TSA's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the work place as well as that of their colleagues.

## **Equal Opportunities**

The Post holder agrees to promote and uphold the principles of equal opportunities in accordance with The Scouts' Equal Opportunities Statement and all related policies.