



# Local Development Officer (East Central Scotland) – Maternity Cover

## Job Pack



# Welcome

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

We question and listen and form wide open minds. We take a deep breath and speak up. We think on our feet. See the big picture. Ignore the butterflies and go for it.

We get back up and try again. We think about what's next, and plan for it. We jump in, get muddy, give back and get set.

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost 40,000 6-25 year olds across Scotland the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

We're growing our friendly and talented team to help us deliver more skills for life across Scotland. We make a big difference. You could too.



## Our values

- Integrity
- Respect
- Care
- Belief
- Cooperation

# Skills for Life

## Our plan to prepare better futures in Scotland 2018-2023

### Our vision

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.

We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

### Our mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

### Our values

We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

### Our goals

By delivering this plan we will achieve the following goals against our four objectives:

#### Growth

- 5,000 more young people
- 1,000 more Section Leaders (including Assistant Section Leaders)
- 200 new Sections
- 500 more Young Leaders

#### Inclusivity

- Scouting membership reflects society in Scotland, especially, but not exclusively, in areas of deprivation, remote and rural areas and in new communities

#### Youth Shaped

- Young people shaping their Scouting experience, with 50% of Groups and 75% of Districts and Regions earning Youth Approved Awards

#### Community Impact

- 50% of youth members taking part in community impact project
- 50% of young people achieving top awards.

## Our three pillars of work

To support the Movement to achieve these objectives, we will focus on three pillars of work

### Programme

A fun, enjoyable, high quality programme consistently delivered and supported by simple tools.

### People

Scouting will be delivered to more young people from different backgrounds by more, well trained, better supported, motivated adult volunteers from different backgrounds.

### Perception

Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

[www.scouts.scot/skillsforlife](http://www.scouts.scot/skillsforlife)

# The role

<b>Title:</b>	Local Development Officer (East Central Scotland) – Maternity Cover
<b>Responsible to:</b>	Senior Scouting Operations Manager (Growth)
<b>Department:</b>	Scouting Operations
<b>Salary:</b>	£25,000-£28,000 per annum (pro rata)
<b>Internal Relationships:</b>	Scouts Scotland Volunteer Team Volunteers in the project area Scouts Scotland staff
<b>External Relationships:</b>	External agencies including local authorities, community councils, community planning partnerships and relevant education sector, community and other charities
<b>PVG:</b>	Enhanced. Wherever we go and whatever we do, we put young people's safety and wellbeing first.

# What you'll be doing

This exciting role is all about bringing Scouting to more young people in the most deprived areas of East Central Scotland. You'll continue the excellent work that we've been doing in Fife and West Lothian to shout about Scouts, open new groups, bring in more adult volunteers, and work with new communities.

You will be out meeting new people, forming relationships, and working with our local volunteers to bring Scouting to the young people who can benefit most in the area. You'll be finding and supporting new volunteers, working with local decision makers, and always on the look out for where we can make the biggest difference in the wider East Central Scotland area.

You'll work in partnership to make a plan, set out clear goals, work towards them, and report on your progress.

You'll need to be happy working under your own steam, have a great eye for opportunities, and really understand how things work in East Central Scotland. You'll know the right people to talk to (or be able to figure it out) and just where to go to get things done.

# Key tasks

- Raise awareness of Scouting across East Central Scotland to inspire more people to join, start up new groups, and bring in more adult volunteers
- Start new Scout groups/sections in areas of deprivation within East Central Scotland, working with Scouts Scotland, local Scouting, communities and other partners
- Support Group and District volunteers with our Adult Appointments Process, including induction and training
- Give advice and practical support to volunteers in relation to the project
- Support our staff team in any administration, finance, communication and training related to the project
- Take on any other reasonable tasks related to our strategy or maintaining a positive image of Scouting



# The person we're looking for

## Skills and Abilities

- Happy to play your part in a hard-working team
- Friendly and enjoy working with lots of people from different backgrounds and experiences
- Good at researching ideas quickly and deciding if they should be taken to the next stage
- Can work easily with others to set realistic goals and achieve them
- Can lead training and speak to large groups of people
- People person who can communicate well with anyone
- Good at planning and organising work while making sure that you're meeting the needs of the people you're working with
- Can understand evidence and analyse data to create reports
- Comfortable using social media for work
- A current driving licence, with access to a vehicle for business use (expenses will be paid for during the project)

## Knowledge and Experience

- Experience of working in a volunteer environment with development, programme delivery, and volunteer support
- Practical experience of support for progressive learning, particularly for young people
- In depth understanding of the communities within East Central Scotland and how best to work with them
- Knowledge of the community learning and development environment in Scotland
- Knowledge and understanding of the Scottish Index of Multiple Deprivation (SIMD)
- Good at networking within the youth policy, practice and funding sectors.

## Values and Personal Qualities

- Passionate about helping young people to become the best that they can be
- Open, confident and willing to challenge constructively, and take feedback.
- Stay up to date with the knowledge and skills you need to do your job well
- Happy to work from home
- Happy to work during the evenings and weekends, and with some short periods away from home
- You embrace the purpose and values of Scouts Scotland

# Summary Terms and Conditions

<b>Title:</b>	<b>Local Development Officer (East Central Scotland) – Maternity Cover</b>
<b>Contract:</b>	6-9 months
<b>Salary:</b>	£25,000 - £28,000 per annum, pro rata
<b>Pension:</b>	A contributory pension scheme is available. Contribution rates are 7% of salary from the employer and a minimum of 5% from the employee.
<b>Hours of work:</b>	37 hours per week, which will include evening and weekend working.  We are happy to talk flexible working and welcome applications from full and part time candidates.
<b>Location:</b>	Home based
<b>Holiday:</b>	22 days a year, rising by 1 day per year of service to a maximum of 27 days, plus 9 bank holidays.
<b>Extra holidays:</b>	We close during the Christmas and New Year holidays, which means you get 3 days of extra leave.
<b>Benefits:</b>	We offer a wide range of family and carer friendly benefits to support work life balance including, but not limited to flexible hours, paid leave for volunteering and public duties, additional leave for long service.

# How to apply

The closing date for applications is **9am on Monday 13 January 2020.**

Applications must be made by completing a Scouts Scotland Application Form, we do not accept CVs.

Please email your application to [hradmin@scouts.scot](mailto:hradmin@scouts.scot) or send by post to Scouts Scotland Headquarters (Recruitment), Fordell Firs, Hillend, Dunfermline, KY11 7HQ.

## Interviews

Interviews will take place later January 2020 at our headquarters in Fordell Firs, near Dunfermline.

**We're a small, busy team, so if you haven't heard from us within two weeks of the closing date that means you have not been selected for interview this time.**

