

**Scouting Support Officer**

**South East Scotland Scouts**

**Position: Scouting Support Officer**

**Job Description**

1. **Overview**

We are looking for an enthusiastic and experienced individual to support leaders in the Region, to promote the recruitment and retention of new leaders, and to develop Scouting programmes and activities at the grass roots. This role requires you to have experience of Scouting or a similar uniformed organisation. You will work closely with existing Scout leaders and structures and provide sustainable support for them. Home based, the Scouting Support Officer will be a self-starter and an excellent communicator.

1. **Responsible to**

The Regional Commissioner

1. **Job summary**

To sustain and grow Scouting across the Region, by promote the recruitment and retention of volunteer leaders in South East Scotland Region and by supporting existing leaders. It is a fixed term post of two years. It will involve working in the Region from home. The Region encompasses the local authorities of Borders, Midlothian and East Lothian and Edinburgh.

**Key tasks**

* Work closely with the Regional Commissioner and the Regional Leadership Team to support managers and leaders and achieve the sustainable recruitment and retention of more leaders across the Region.
* Work with District Commissioners, Group Scout Leaders and existing leaders and other volunteers to support Scouting programmes by delivering practical and logistical support to leaders and volunteers in Districts and Groups in the Region.
* Support the implementation of the Regional Strategy, including achieving the key targets in the Strategy.
* Support the implementation of the Communications and Engagement Strategy, including raising internal and public awareness of Scouting programmes and benefits.
* Advise, support and encourage Scouting to engage with communities currently under-represented in Scouting and provide a Scouting provision.
1. **Main Relationships**

**Internal**

* Members of the South East Regional Leadership Team
* Volunteer leaders in the Regional area.
* Staff of South East Scotland Scouts

**External**

* External agencies as agreed with the Regional Commissioner. These will include local authorities, relevant education bodies, community and Third Sector organisations.
* Other partner national volunteer-led youth organisations
1. **Main Activities**

1. Work closely with the existing leaders, the Regional Commissioner and the Regional Leadership Team to support managers and leaders, and to achieve the sustainable recruitment and retention of more leaders across the Region.
2. Support and work in partnership with District Commissioners, Group Scout Leaders and other volunteers to support Scouting programmes at ‘the grass roots’ e.g. by promoting more adventurous activities such as camping, hill walking, etc.
3. Raise awareness of Scouting across the Region to generate recruitment and growth activity, including sections for ethnic minorities and people with disabilities, and in sections with low numbers and Groups with missing sections.
4. Support the delivery of the induction and training programme for new managers and leaders at Group and District Level.
5. Help develop and deliver training, events and activities within the Region, designed to support Scouting, promote safe and sound Scouting, local development and growth.
6. Liaise with other staff from the Regional staff team and Scouts Scotland, particularly concerning adult support and development issues.
7. Publicise, promote and record activities which benefit local communities, including community involvement by sections and units.
8. Undertake administrative tasks as required, e.g. setting up Regional work groups, minuting them and writing reports.
9. Any other duties as may reasonably be required by the Regional Commissioner.



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**Person Specification**

**Essential:**

* Scouting (or similar uniformed organisation) volunteer and/or professional experience and ability to meet current membership requirements.
* Experience in a volunteer environment, with particular reference to volunteer support and programme delivery.
* Knowledge and understanding of communities within the Regional area (Local Authorities of Edinburgh, Borders, Midlothian and East Lothian)
* Relevant third sector qualifications or experience.
* Excellent interpersonal, written and verbal communication skills.
* An ability to work under pressure, both independently and as part of a team, to meet deadlines, think creatively and solve problems.
* Experience of researching and analysing information and an ability to produce reports.
* The flexibility and willingness to working unsociable hours, to include evenings, weekends, and short periods away from home.
* Proficient in the use of Information Technology.
* A current driving licence.

**Desirable:**

* Experience of training in a professional or voluntary capacity.
* Experience of goal setting, monitoring, measurement and evaluation.
* An awareness and understanding of the Third Sector, volunteering and volunteer management and support issues.
* Practical experience of support for progressive learning, particularly for young people.
* A knowledge of the youth work environment in Scotland.
* Enhanced IT skills, to include PowerPoint and use of databases.
* Familiarity with current social media technology.



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**Summary Terms and Conditions**

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| **Title:** | **Scouting Support Officer** |
| **Commencement:**  | From April/May 2021 |
| **Duration:** | Two year fixed-term appointment  |
| **Salary:****Pension:** | In the range of £26,000 - £28,000 per annum A contributory pension scheme is available. Contribution rates are 2% of salary from the employer and 3% from the employee. |
| **Hours of work:** | Based on 37 hours a week over a 2-year period, to be worked in accordance with the requirements of the job, which requires evening and weekend duties. A flexible approach to delivering the role objectives over the time period concerned can be considered. |
| **Holiday:** **Location:** | 33 days leave each year.  This includes 8 public holidays.The Scouting Support Officer will work from home, with a requirement for meetings around the Region.  |

**For information and application forms go to**:

* South East Scotland Scouts website at https://sesscouts.org.uk/ or contact
* Martin Elliot, Regional Commissioner, at rc@sesscouts.org.uk, or

**Closing date: 15th March 2021. Interviews will take place during March/April. The successful candidate will commence in role in April/May 2021 in advance of the current SSO leaving on 30th June 2021.**

*NB: the nature of the work, involving children and young people, necessitates a satisfactory criminal record check through the PVG Scheme and membership of South East Scotland Scouts prior to or on appointment.*