

# Your next exciting career begins here.



## Application Pack Leader Development Co-ordinator



youth**united**  
foundation



# What's Inside?

<b>Our Vision, Mission &amp; Values</b>	<b>2</b>
<b>Welcome</b>	<b>3</b>
<b>What's in it for you</b>	<b>4</b>
<b>Our Structure and Offices</b>	<b>5</b>
<b>The Role</b>	<b>6</b>
<b>Key Responsibilities</b>	<b>7</b>
<b>Person Specification</b>	<b>8</b>
<b>How to Apply</b>	<b>9</b>

## Our Vision

Children and Young People live “life to the full”  
(John 10:10)

## Our Mission

The Boys' Brigade has **faith in young people** and provides them with opportunities to **learn, grow and discover** in a **safe, fun, and caring** environment which is rooted in the **Christian faith**.

## Our Values

Faith, Inspiring, Caring, Trusting.

Find out more about our **Vision, Mission, and Values** at  
[www.boys-brigade.org.uk/ourvision](http://www.boys-brigade.org.uk/ourvision)

# If you have a passion for supporting and nurturing potential, so do we.

**Our vision is that children and young people experience “life to the full” – John 10:10**

For nearly 140 years, The Boys’ Brigade (BB), an international Christian youth organisation, provides opportunities for children and young people (4 – 18 years old) to learn, grow and discover in a safe, fun, and caring environment and with the challenges that 2023 can bring, that work is as vital and impactful as ever.

BB Companies (groups) meet in communities across the country, supported by dedicated volunteer leaders giving their time and skills every week.

Our groups are at the heart of the outreach work taking place in churches to empower, engage, and transform lives in local communities.

None of this work would be possible without a dedicated team of staff supporting the work of our volunteers and we want you to join our team. Help us to face the challenges, create the opportunities and unleash the potential in others.

We look forward to receiving your application.



**Jonathan Eales**  
Chief Executive

***“BB offers a space for young people to find out who they truly are in loads of different ways and does it better than anyone else”***

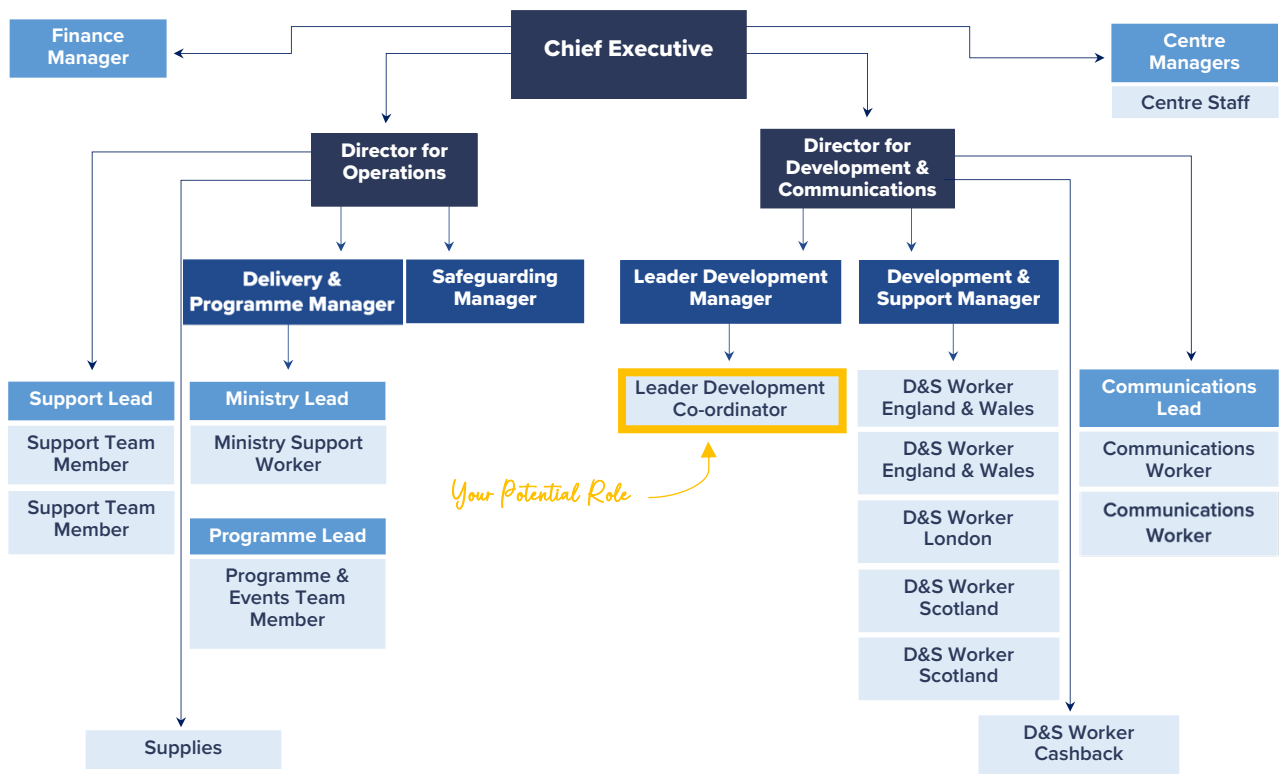
**Dez Johnson, President.**

# You'll be helping to transform lives but what else can we offer?

- We are a flexible employer and allow staff to work with flexibility that suits you, your role, and your area of work.
- We take your health and safety seriously with regular training and support.
- Be proud to work for an organisation with such a rich history and proven track record.
- Opportunities for continued learning and development.
- 25 days holiday a year and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- Annual Appraisal and Bonus Scheme.
- 3 additional days leave between Christmas and New Year.
- Expenses incurred through carrying out role are reimbursed.
- Be part of an organisation that believes having fun and wellbeing is important too, with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know your friendly and supportive colleagues.



# Staffing Structure



## Our Offices



**Felden Lodge Conference & Training Centre,**  
Felden Lane, Hemel Hempstead, Hertfordshire, HP3 0BL.

**Carronvale House Conference & Training Centre,**  
Carronvale Road, Larbert, Stirlingshire, FK5 3LH.

# About the Role

<b>Job Title:</b>	Leader Development Co-ordinator
<b>Purpose:</b>	<p>To support the Leader Development Manager by co-ordinating training delivery across the organisation.</p> <p>We are seeking an individual with strong organisational, and interpersonal skills who can work with our newly established volunteer led community of trainers to create a collaborative and enthused network.</p>
<b>Responsible to:</b>	Leader Development Manager
<b>Department:</b>	Leader Development Team
<b>Base Location:</b>	Carronvale House HQ in Larbert, Falkirk.
<b>Term:</b>	Initially a fixed term contract of 2 years
<b>Salary:</b>	£21,000-£23,000 (dependant on experience)
<b>Hours:</b>	Part Time Contract (12-15 hours per week subject to discussion)
<b>Internal Relationships:</b>	Leader Development Team and wider Staff Team across country
<b>External Relationships:</b>	Volunteer leaders, young people, and public enquiries.
<b>DBS/PVG:</b>	Membership of PVG Scheme.
<b>References:</b>	Appointment will be subject to two references completed before employment commences.

# Key Responsibilities

- Co-ordinating training delivery across the UK in conjunction with our community of volunteer trainers.
- Setting up and monitoring of all digital administrative processes to support training delivery.
- Arranging and facilitating centrally co-ordinated training provision on behalf of HQ.
- Providing efficient digital administrative support.
- Dealing with training queries by phone and email.
- Maintaining and managing the Trainers Hub including adding training course details and ensuring resources are kept up to date.
- Updating digital records and ensuring integrity of data (Online Brigade Manager).
- Compiling reports and data to assist both staff members and volunteers.
- All other administrative tasks as required.

# Person Specification

## Essential

- Excellent interpersonal skills and a good communicator to a range of audiences, including volunteers, staff and service providers.
- Good presentation skills and customer service knowledge.
- Excellent verbal and written communication skills.
- Strong IT skills (including Microsoft Office, Microsoft Teams, Eventbrite and applications used for administrative tasks).
- Excellent organisational skills and ability to prioritise workload.
- Ability to work collaboratively with the Leader Development Manager, members of the Leader Development Group and our volunteers.
- Excellent problem solving skills, the ability to research and an aptitude for helping others.
- Sympathetic to the Vision, Mission and Values of The Boys' Brigade.

## Desirable

- Experience of working within a training environment.
- Knowledge of training processes and CPD.
- Understanding and managing of budgets.

## Confidentiality

The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is always maintained.



# How to Apply

**Receiving Applications:**

Please send in a covering letter setting out why you feel you are suitable for the role and an up-to-date CV to **[jobs@boys-brigade.org.uk](mailto:jobs@boys-brigade.org.uk)**

**Closing Date:**

19<sup>th</sup> February 2023.

**Interviews:**

Provisionally set for the week commencing 27<sup>th</sup> February 2023. Candidates selected for interview will be notified in advance.

**More Information:**

To have an informal conversation regarding the role or for more information please contact **Alan Hunter, Leader Development Manager** by email **[alan.hunter@boys-brigade.org.uk](mailto:alan.hunter@boys-brigade.org.uk)** or call **01324 550 856**.

**THE BOYS'**  
**BRIGADE**  
> the adventure begins here



**[www.boys-brigade.org.uk/job-vacancies](http://www.boys-brigade.org.uk/job-vacancies)**