

**We need a go-getter who can provide more young people with skills for life.**



**Local Growth Officer**

**Norfolk Scouts**

Fixed-Term Contract (24 months)

**Applicant Information Pack**



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

We are Scouts and everyone is welcome here - all genders, races and backgrounds. 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 are 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.

Scouts 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 are building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now is 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.



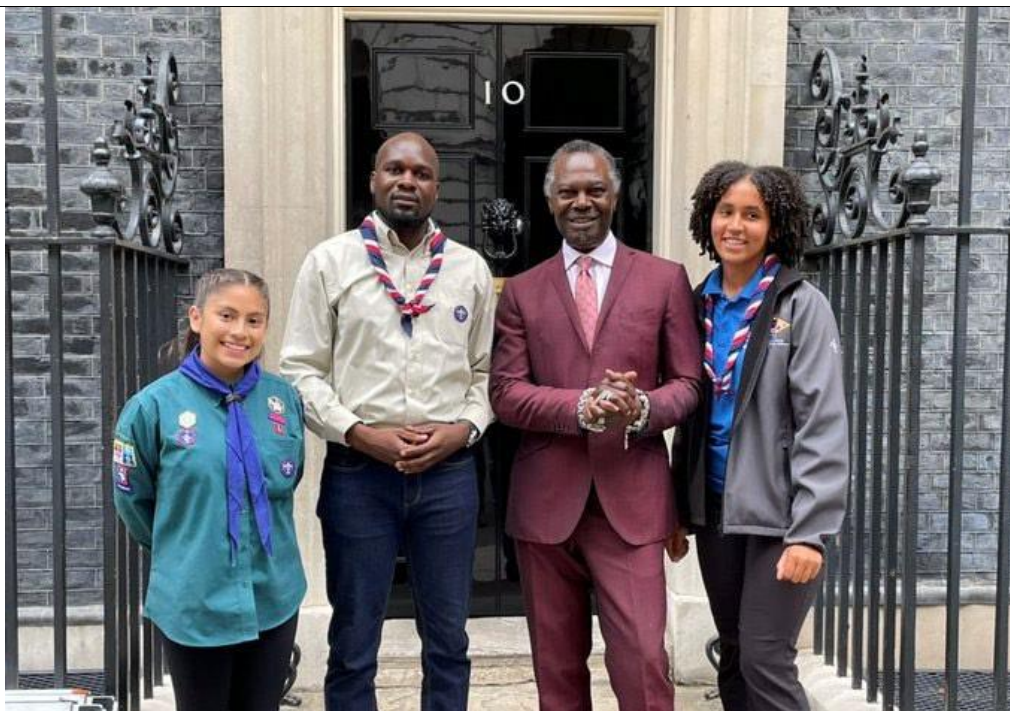
David Human MBE, County Lead Volunteer, Norfolk

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'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 Commissioner**

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Scout Ambassador, 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, and your role
- Be proud to say you're part of an organisation with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays
- Three extra days over Christmas (that's our gift to you)
- 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 creating a great informal environment for meeting and working.

# Introducing Norfolk Scouts

*I am Jane the Deputy County Lead Volunteer accountable for Volunteer Development in Norfolk. This role would be working closely with me, alongside the work I undertake as a volunteer for Norfolk Scouts and also the Gilwell Volunteering Operations Department and Growth and Communities Team.*

*Norfolk has seen good growth over the last two years following the lockdowns of the Covid pandemic, but now we have young people on waiting lists, and areas of Norfolk where we have no Scouting. We need to reach young people from across the county, but also find the people to work with them and so this role is critical to our ambition of opening new sections in underrepresented communities as well as continuing to support and grow Scouting across Norfolk.*

*The Norfolk team is very passionate about we do and if you would like to achieve more with us why not apply for the role to come and join us.*



*Jane Warden – Norfolk Scouts*

## Volunteering Operations Department

The Volunteering Operations Department, based at Scouting HQ, are organised across three main teams;

The Growth & Communities Team works across England to grow membership by setting up new Scout Groups and support lead volunteers to be effective in their roles.

The Volunteering Services Team provides all of our front-line day to day volunteer services including our scouts support centre, grant funding for local Scouting, volunteer awards, support for our UK Headquarters volunteers as well as the national and international events that we manage at a UK level.

Finally, the Volunteering Experience Team are responsible for the design and development of the way volunteering looks and feels at the Scouts, maintaining and producing key resources and policies, as well as leading our current transformation work to improve our overall volunteering experience.

If you're someone who loves to throw themselves into everything going on across the organisations you work for then the Scouts is a great place for this, with such a wide variety of different work and activities going on all the time across our teams there are a lot of opportunities; from contributing to new ways of working, supporting at events and sharing knowledge and experience of working with volunteers across the Scouts.

If you are looking for your next challenge with a team of talented, passionate and fun people, committed to making a difference for young people within a values-based culture then we would love to hear from you.

# Growth & Communities Team

**Through the incredible efforts of our volunteers and staff team we are helping more young people gain skills for life.** Scouts offer young people skills, friendship and a powerful sense of belonging. Scouts offer a great programme, create new spaces for young people to join, and recruit new volunteers to support them. Nationally Scouts have grown 16% in the last year but there's much more to do with 90,000 young people on waiting lists across the Country who are missing out on the opportunities Scouting offers.

**Scouts achieves growth** by working with local communities to open new provision across England. We induct and coach volunteer managers, create growth resources and online toolkits, deliver workshops and use a community-based approach to open new provision, connect communities and build a stronger society. We are curious, passionate and tenacious about making sure new provision **reaches young people from all backgrounds.**

This role is critical to achieving our ambition of opening 500 more sections across the UK in low-income communities and attracting members from Black, Asian Minority ethnic families. With that in mind, we are keen to ensure that our team is representative of the communities we serve, so encourage applications from people from Black, Asian and minority ethnic background.

We secure partnerships that unlock new resources and funding for Scouting to grow and thrive. We help volunteers change lives, and we make no apologies for taking that seriously.

**We have fun, and we're flexible.** Our team is full of great people who want to enjoy their time at work. We trust our people to work in a way that makes their personal lives easier but still gets the job done. It doesn't happen often, but when things are tight we pull together to put in the extra time to get the job done.

**We work hard to keep ourselves, and people around us, at our best.** Whether it's taking the time during working hours for professional development, or making sure we call out amazing work by our colleagues, we help our people to succeed.

**We celebrate working in partnership with volunteers.** We're conscious of just how much time and energy local volunteers give to Scouting, and so think carefully about balancing getting things done, with doing things in the right way. Partnership, engagement and thinking a few steps ahead are all part of the job.

Thanks to the Uniformed Youth Fund from the Department for Culture, Media and Sport, we are expanding teams, working across England to further our work over the next two years. You play a pivotal part in creating 7,220 new places for young people ages 10 – 18, and 1,266 places for Adult Volunteers in areas of Multiple Deprivation (IMD) 1-5 and areas eligible for the Youth Investment Fund in England where we have waiting lists by 31<sup>st</sup> March 2025. You'll achieve this in collaboration with colleagues from across the movement and we're excited to welcome you to the team to help us in our efforts.

Without exception, our team is full of passionate, talented and caring people. We achieve amazing things. And we would like you to join us.

*Jemma Shaw*

**Head of Inclusive Growth for the Scout Association**

## About the role:

# Local Growth Officer Norfolk Scouts

Responsible to:	The Under-represented Communities Steering Group
Line Manager:	The County Commissioner
Base Location:	Norfolk County Office, Norwich Operating primarily within Great Yarmouth, Kings Lynn and Norwich and the opportunity for occasional home working
Term:	Fixed-Term Contract – 24 months from start date
Salary:	£30,793
Hours:	35 hours per week (including some evening and weekend work)
Internal Relationships:	The Under-represented Communities Steering Group, the County Lead Volunteer, the Deputy County Lead Volunteer and District Lead Volunteers within assigned locations. The Growth & Communities Team, colleagues within the wider Volunteering Operations Department, and wider Departments across The Scout Association
External Relationships:	Equivalent staff in organisations from the wider voluntary/third sector; suppliers and contractors for services, funders
Regulated role:	Yes – an Enhanced DBS check is to be completed as per The Scouts Association's Recruitment and Selection Policy

*The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the postholder may be required to liaise.*

# Core Purpose of the Role

As the Local Growth Officer for Norfolk, you will be pro-actively helping the assigned Scout Districts achieve their growth ambitions focusing specifically on recruiting for and opening new sections by collaborating with local volunteers and the Norfolk County Team.

You will provide practical 'hands on' support that recruits adult volunteers, creating new spaces for young people to join, prioritising young people from lower income communities, and those from Black, Asian and Minority Ethnic families. Our aim is to create more diverse and inclusive Scout groups and address the current waiting lists where demand currently outweighs the supply of Scouting provision.

You will form productive partnerships with our local key volunteers and help support the wider work of the Growth & Communities Team, Volunteering Operations Department, and Operations and Strategy & Transformation Directorates at Scouts.

## Key accountabilities

- Support and work in partnership with District Lead Volunteers, Group Lead Volunteers and other volunteers to open new Scout and Explorer Scout sections to grow Scouting within the assigned areas according to their District Growth Plans.
- Open new sections in line with the District Growth Plans, and using local knowledge, collaborating with local volunteers and contributing to the ongoing development of the local inclusive Growth Plan as needed to ensure that we are achieving our ambitions to create more Scouting opportunities for young people aged 10+ within lower IMD areas and predominantly Black, Asian and Minority Ethnic communities.
- Work with the relevant local lead volunteers, to understand their current community reach and identify opportunities for growth within their local areas.
- Produce regular progress reports against targets and within agreed timescales as part of our organisational recording and reporting systems and for scrutiny as part of our Inclusive Growth team.
- Enable and motivate local volunteers to devise, apply and refresh sustainable growth plans in existing and new provision for Squirrels, Beavers Scouts, Cub Scouts, Scouts and Explorer Scouts.
- Advise and support local Scouting upon the retention and recruitment of adult volunteers within newly created Squirrels, Beavers Scouts, Cub Scouts, Scouts and Explorer Scouts sections.
- Work with other colleagues within the Growth & Communities Team to identify, capture and showcase examples of good and emerging new practice in opening Scouts in currently underrepresented communities for wider dissemination among staff colleagues and volunteers across the movement.
- Work with other staff from the Volunteering Operations Department, Operations and Strategy & Transformation directorates and across UK Headquarters to plan, promote and implement growth initiatives and projects.
- Represent UK Headquarters and its departments within the County and its Districts, advising on trends and issues through regular reports. Contribute to the national debate on the growth of Scouting.
- Manage, administer and maintain effective working practice.
- Any other accountabilities commensurate with the general level of responsibility of the post.



# About you

## Skills and abilities

- Ability to work effectively as part of a remote team.
- Excellent planning and organisational skills with the ability to manage and deliver a varied workload and set of projects whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders
- Confident public speaker and skilled at presenting ideas and information to internal and external stakeholders, both digitally and face-to-face.
- Be able to work independently and be able to identify and develop new opportunities for volunteer engagement
- Excellent communication and interpersonal skills to enable successful influencing, listening and negotiating with others

## Knowledge, experience and qualifications

- Experience of working with volunteer organisations and groups.
- Experienced in community engagement and demonstrate an understanding of best practices when recruiting and supporting volunteers.
- Understanding of volunteer engagement, with evidence of working with diverse communities.
- An understanding of most, if not all the issues these communities may face accessing services in; rural communities, urban communities, low-income communities, and minority ethnic communities.
- Experience working with, or understand the needs of; schools, local authority youth and community services, partnership projects.
- Experience of delivering in person and using digital platforms such as Zoom and Teams effectively to organise and facilitate impactful workshops and events to a variety of stakeholders.
- Experience of working with volunteer groups or organisations and young people age 4+
- Education, training and continual professional development relevant to the scope of responsibilities of the Local Growth Officer role.

## Personal qualities

- Self-starter with the ability to work remotely
- Able to operate an effective home-based office, when appropriate, and juggling personal/family life with work.
- Be committed to the fundamentals and values of Scouting
- An excellent role model who promotes high standards of integrity, and commands trust and confidence from others
- Open, confident and collegiate with the ability and willingness to challenge constructively, and to receive challenge, and to work effectively at all levels internally and externally

## Other essential criteria

- Able and willing to work frequent evenings and weekends
- Able and willing to travel extensively, including spending occasional nights away from home
- Full UK driving licence
- Live in a geographical location to enable effective liaison with volunteers in the relevant locations
- Required to travel across Norfolk

# How to apply

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

[Download the application form](#) and submit via email to [hq@norfolkscouts.org.uk](mailto:hq@norfolkscouts.org.uk) by 11:59pm on Sunday 19 November 2023.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you would also complete the Recruitment Monitoring questions on the Application Form.

[Interviews will be held in person on Sunday 3 December at Norfolk Scouts County Office, Church Lane, Eaton, Norwich NR4 6NN.](#)

If you'd like to find out more to see if this role suits you, we would be very happy to have an informal chat; please contact [d.human@norfolkscouts.org.uk](mailto:d.human@norfolkscouts.org.uk) set up a call or virtual meeting.