



GROWTH & DEVELOPMENT COORDINATOR

Applicant Information Pack

Introduction

Thank you for your interest in the above role. This document does not form part of the employment terms and conditions, but aims to give you more information about the role, its context and an outline of the work you could be involved with.

About Hampshire Scouts

Hampshire Scouts is one of the leading charities in the County, with thousands of volunteers and young people. It provides life-changing opportunities by building skills and confidence for everyone who is involved in Scouting. As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more.

Young people and adult volunteers enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians. We believe in bringing people together. We celebrate diversity and stand against intolerance, always.

We're a worldwide movement, creating stronger communities and inspiring positive futures. **#SkillsForLife**

With around **26,000 members**, Hampshire has the largest Scout County membership in England with over **18,000 youth members (age 4 – 18)**, and over **7,000 adult volunteers**.

Our Values...

Integrity

Belief

Respect

Cooperation

Care

How to Apply:

Please apply by sending your CV and a Cover Letter of not more than two pages to James Redfearn, County Operations Manager, at james.redfearn@hampshirescouts.org.uk or by post to the address below. In your cover letter, please ensure that you clearly outline why you believe you are suitable for the role and what you could bring to the post. Ensure you address the points in the person specification.

Please note if you have not heard from us within 2 weeks of the closing date then unfortunately your application has been unsuccessful.

Address for correspondence:

Hampshire County Scout Council
% Ferny Crofts Scout Activity Centre
Beaulieu Road,
Brockenhurst
Hampshire
SO42 7YQ

Key Dates:

Closing Date for Applications: 4th March 2022

Interview Date: 25th March 2022*

** Please note this date is based on the availability of the volunteer members of the Growth & Development Team, and is therefore fixed.*

GROWTH AND DEVELOPMENT COORDINATOR

JOB DESCRIPTION

Job Title:	County Growth & Development Coordinator
Responsible to:	County Operations Manager
Job Summary:	The Growth and Development Coordinator will work to provide leadership, coordination and support for Hampshire Scouts' team of Growth and Development Officers. The post holder will set the direction for the team and oversee projects in progress. They will research and develop project leads through monitoring of data and communication with County and District volunteers to identify areas of need. They will monitor effectiveness of our Growth and Development work and ensure value-for-money is achieved.
Salary:	£17,850 per annum (<i>£30,400 Full Time Equivalent</i>)
Hours:	22 hours per week.
Duration:	Fixed-term contract; two years from start date.
Location:	Based at the Hampshire Scouts County Office, with some travel around the County.

We are looking for...

You will be an enthusiastic, self-motivated leader who is able to work with a range of stakeholders and coordinate multiple projects being led by a number of team members. You will have a passion for Scouting and creating opportunities for young people to get involved. The successful candidate will be a people-person, with experience of leading and managing a small team of staff or volunteers, and a track record of delivering projects within budget and on time.

Safeguarding rules – Yellow Card

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 The Scout Association'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.

ROLES AND RESPONSIBILITIES

1. To co-ordinate Growth and Development (G&D) projects across Hampshire
 - To monitor progress on G&D projects and ensure sufficient progress is being made.
 - To work with volunteers and data to identify potential projects and to provide the scope for the project
 - To ensure that the governance structure for projects is maintained
 - To work with the County Growth and Development Committee to ensure projects are being delivered in accordance with the Growth and Development Strategy
2. To provide management support and leadership to County Growth and Development Officers (GDOs)
 - To carry out monthly 1-2-1 meetings with the GDOs
 - To carry out team meetings with the GDOs
 - To work with the County Operations Manager to ensure that GDO objectives are achieved
 - To carry out performance reviews at mid and full year with each GDO
3. To provide Key Performance Indicator (KPI) data to demonstrate the value-for-money being achieved by the Growth and Development Team
 - To maintain records on the number of leaders joining and leaving Hampshire Scouts
 - To identify Groups that are risk due to lack of adult volunteers through analysis of membership data
 - To provide a KPI reporting document on a monthly basis to the County Leadership Team and Board of Trustees on Growth team progress with an executive summary on activity for the month.
4. To develop external relations through co-ordinating the attendance at events
 - To build contacts with external stakeholders being a single point of contact.
 - To develop an events plan that specifies what is required for different size events including staffing specification plan.
 - To submit proposals for any additional equipment that is required in order to run these events in a self-sufficient way.

5. Other responsibilities

- Liaise with other members of the County Team and across the Districts, particularly concerning development issues.
- Administer and maintain an effective office and work within the defined budget.
- Ensure that a healthy and safe working environment is maintained at all times.
- Supporting any other members of the County Growth and Development Team, including volunteers, with their projects or events as required.
- Any other duties as may reasonably be required by the County Operations Manager or County Growth and Development Committee.

PERSON SPECIFICATION

E = Essential

D = Desirable

SKILLS AND ABILITIES

Able to manage, coach, motivate and support a team of up to four direct line management reports.	E
Possess a high level of interpersonal skills to ensure effective relationships are built with a wide range of stakeholders, from colleagues to young people, and volunteers at various levels	E
Manage a diverse workload and reach targets that are set within deadlines	E
An inspiring team leader with the skills and abilities to manage, support and motivate a diverse team	E
Ability to process and digest large amounts of data and information, and present this in a suitable format for management oversight and strategic development.	E
Able to address staff performance issues if required	E
Advise on project planning and development issues	E
Able to work independently and manage own workload	E

KNOWLEDGE

An understanding of the challenges of working in different communities and social settings.	E
Knowledge of data analysis techniques and methods of effectively presenting summary data	E

EXPERIENCE

Experience as a manager or leader of a team, with a track record of achieving results	E
Experience volunteering as an adult in a youth organisation	D

ATTITUDES

Be committed to the fundamentals and values of Scouting	E
Be enthusiastic and able to enthuse and motivate others	E
Understand and be committed to The Scout Associations policy of Equal Opportunities	E
Understand and be committed to The Scout Associations safeguarding policy	E

OTHER INFORMATION

Able and willing to work evenings and weekends when required	E
Return a satisfactory enhanced DBS check	E
Hold a full valid and current driving licence	E
Able and willing to travel in Hampshire and occasionally further afield	E