



Development Officer

Greater London South Scout County

Information Pack



Greater London South Scout Council

Supporting Everyday Adventure in the London Boroughs of Royal Greenwich, Lambeth, Lewisham, Southwark and Wandsworth

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Registered Charity no: 303883

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Introduction

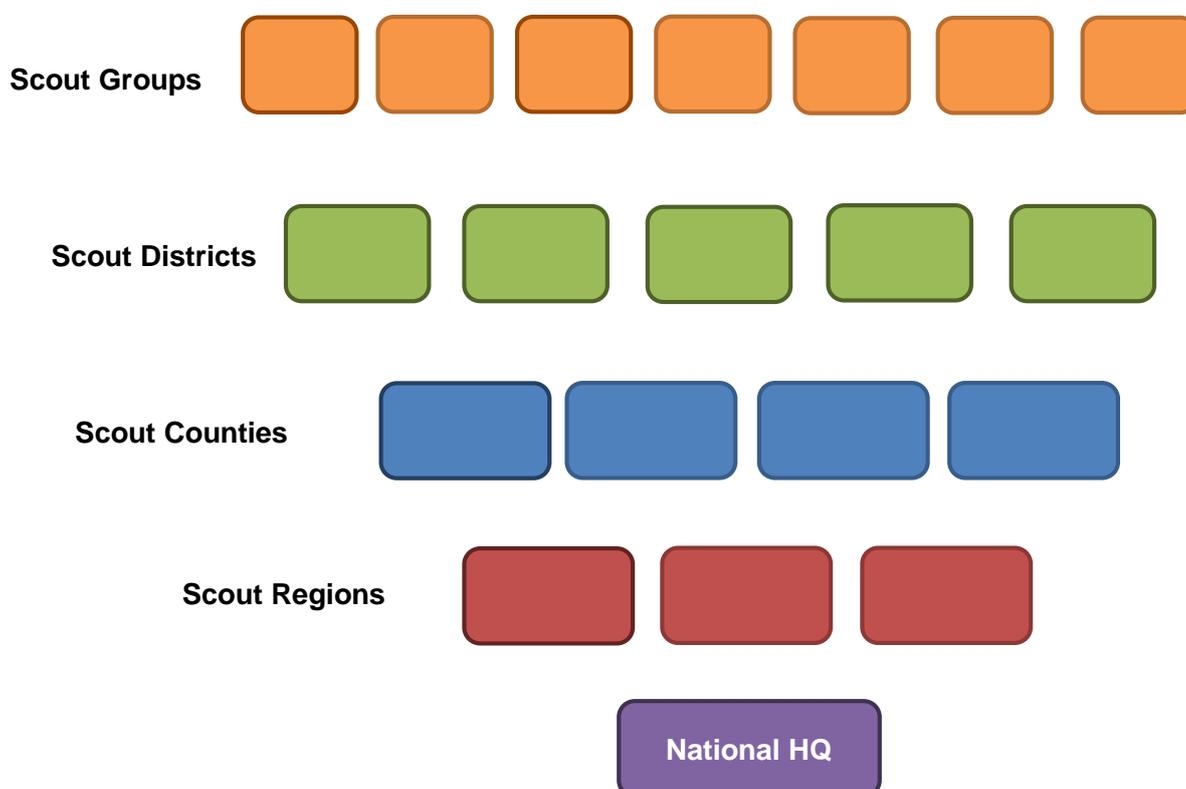
Thank you for your interest in this key role of Development Officer. This document aims to give you more information about the role, its context and an outline of the work you could be involved with.

Background to the UK Scout Association

Scouting offers challenge and adventure to young people and adults across the UK. We believe in helping our Members fulfil their potential by working in teams, learning by doing and thinking for themselves. We give people of every background the chance to stretch themselves, learn new skills and make lifelong friends.

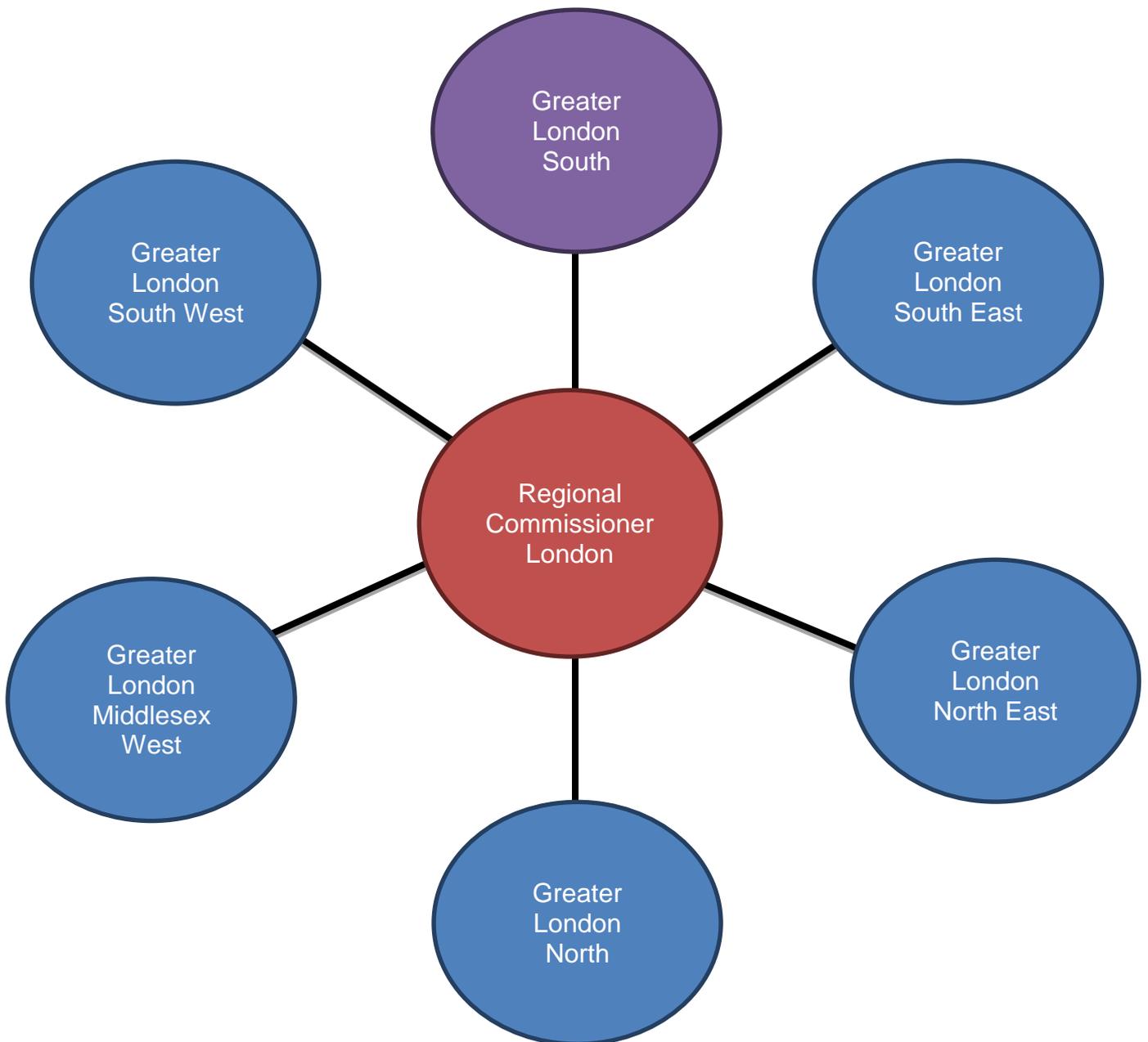
We do some pretty amazing things in Scouting, but for us, adventure is a way of life and not just an activity or expedition. Whether it's an Explorer Scout trying out her French on an international trip, or a Scout leading his Patrol for the first time, each time we challenge ourselves it's a step forward.

The UK Headquarters of The Scout Association is based at Gilwell Park, London. There are over 520,000 members of Scouting in the UK including 80,000 adult volunteers. Scouting is the largest coeducational Movement in the UK. In England, the Movement is organised into the following key areas, led by key volunteers:



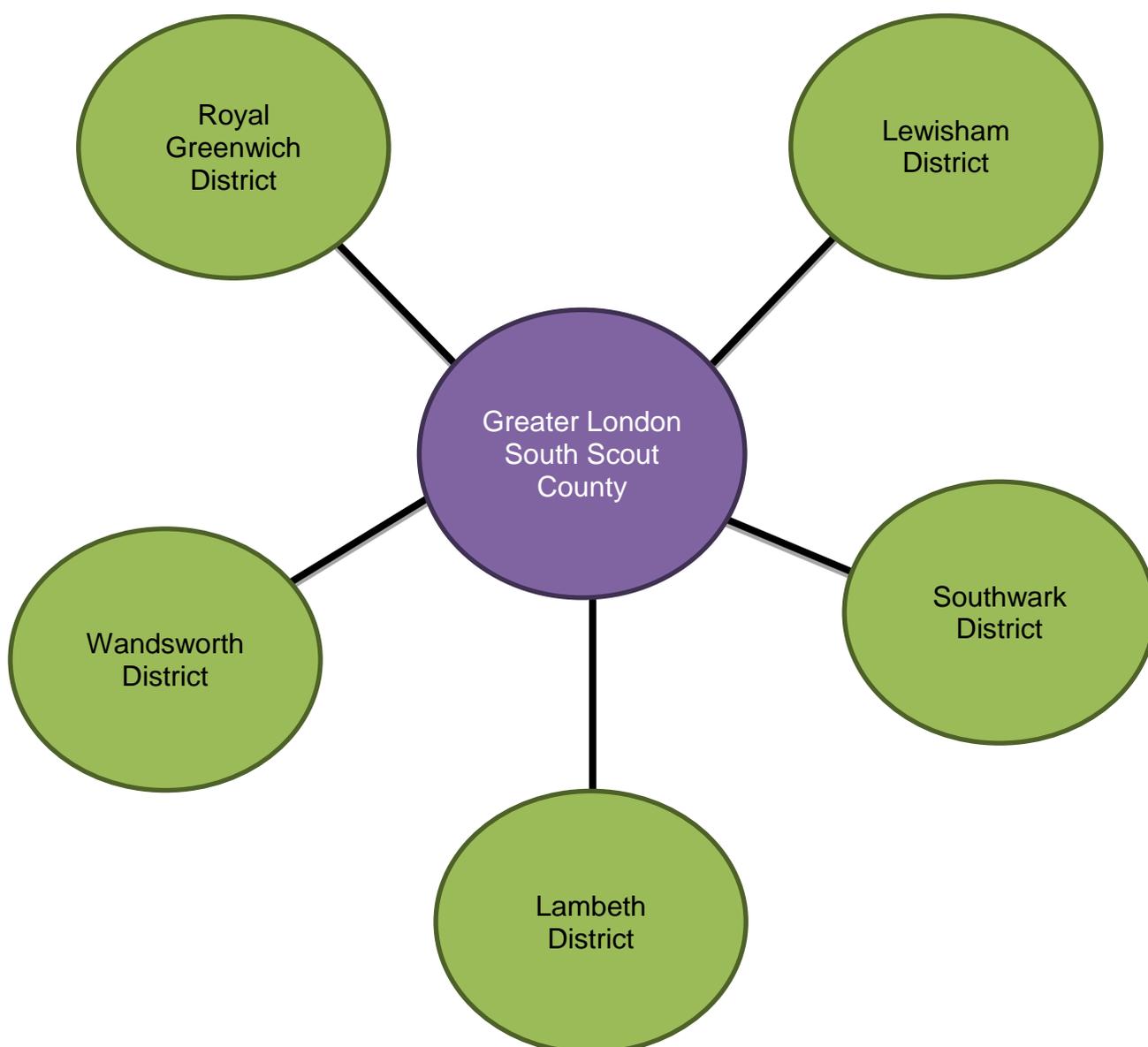
The London Region

The London Region is divided into six counties, led by a Regional Commissioner.



The Scout County

The Scout County of Greater London South consists of five Scout Districts aligned to the existing London Boroughs of Royal Greenwich, Lambeth Lewisham, Southwark and Wandsworth. The County is led by the County Commissioner, supported by a team of Deputy and Assistant County Commissioners and by a board of Trustees.



The Scout District

Each district is a registered charity and operates under the rules of the Scout Association and is led by a District Commissioner. The District Commissioner is supported by a team of Deputy and Assistant District Commissioners and a board of volunteer trustees.

The Scout District is made up of a number of Scout Groups. The number of Scout Groups in a District varies.

The Scout Group usually consists of a Beaver Scout Colony (6-8 years), a Cub Scout Pack (8-10 ½ years) and a Scout Troop (10 ½ -14 years).

The Explorer Scout Unit (14-18 years), can be connected to a Scout Group, but is managed directly by the Scout District.

Network caters for those of 18-25 years and is usually managed at District level.

The Scout Group is managed by the Group Scout Leader and is supported by a committee called the Group Executive Committee which is generally made up of parents and friends of the Group

Developing Scouting in Districts and Groups

The County Commissioner, with his management team, is responsible for the County Development Plan. The District Commissioner is responsible for development at District level. Each District should have a plan that is aligned to the County Plan but also reflects local circumstances and needs. The development of Scouting focuses on ensuring that high quality Scouting is available and accessible to all young people.

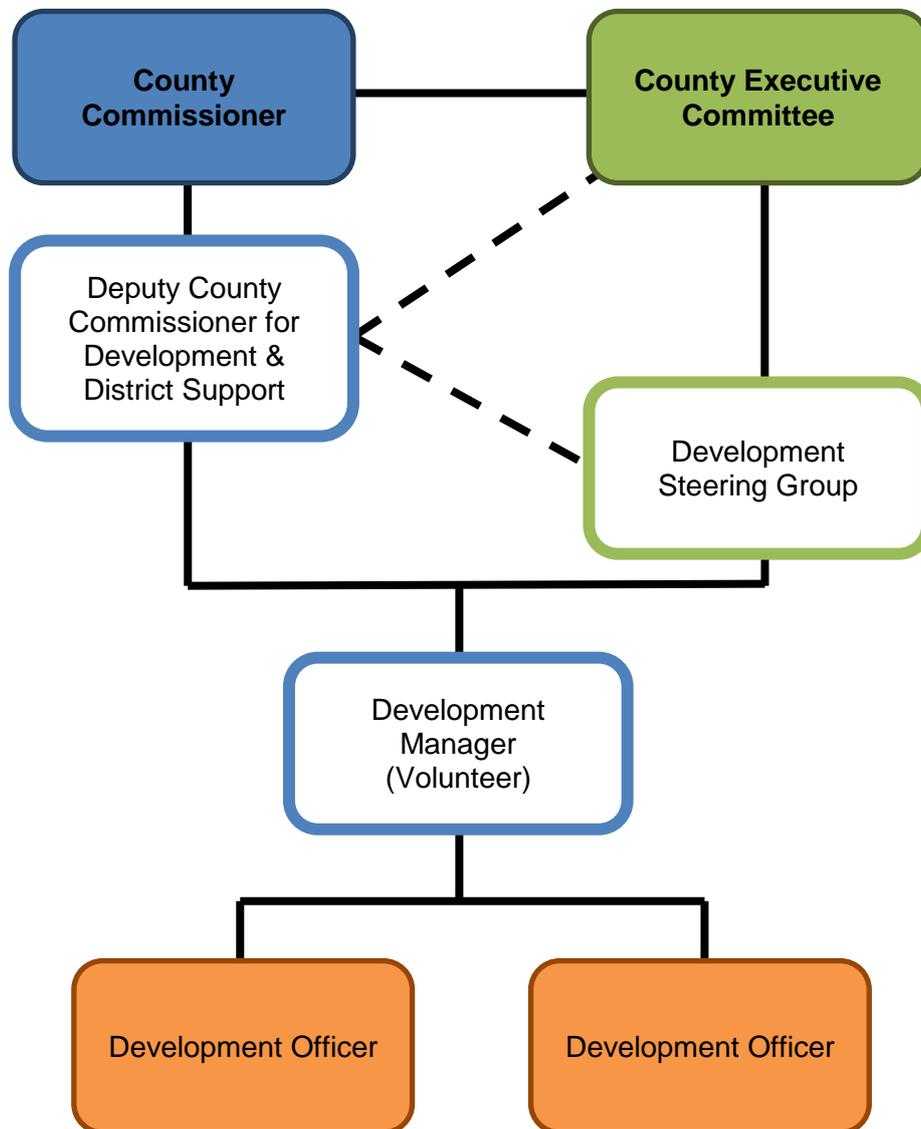
There has been a recent restructuring of Districts in the County that has meant that Plans need to be reviewed and revised – this work is advanced in some Districts and needs some further support in others. Development Officers have a key role in supporting District Commissioners and Group Scout Leaders in establishing, implementing and reviewing their Plans.

The County Commissioner has appointed a Deputy County Commissioner for Development and District Support who has put in place a Development Steering Group to oversee development across the County and strategically manage the work of the Development Officers. All the Districts are represented on the Group. The line manager for the County Development Officers (Development Manager (Volunteer)) is also a member of the Group.

The Role of a Development Officer

Greater London South already employs one Development Officer; we are seeking to employ a second to enable the front line work to be split geographically and to share the County-wide development tasks. The current post holder will work with the Districts of Southwark and Royal Greenwich; the new post holder will focus on development in the Districts of Lambeth and Wandsworth. Lewisham District employs its own dedicated Development Officer. Although the three post holders will have their own objectives and targets it will be important that they share good practice and provide mutual support.

The County Development Officer is part of the County structure



The Scout Districts

Lambeth Scout District

Lambeth Scout District comprises 18 Scout groups spread across the London Borough of Lambeth. The District Commissioner was appointed in December 2011 and is supported by a team of 7 people to develop and grow Scouting in the Borough. Lambeth has been relatively stable in terms of youth membership for the last five years. However, adult volunteer numbers have declined; limiting the level of Scouting that can be offered to young people.

The new District Team has been focussed on understanding current need and the priorities of all groups in Lambeth, and is in the process of developing a new District development plan to build on the work of volunteers in groups across the Borough and support the recruitment of additional adults. The Development Officer will play a key role in supporting the implementation of this plan.

Wandsworth Scout District

Wandsworth Scout District was created in October 2011, following the merger of three districts covering Battersea, Southside (Clapham and Tooting) and Wandsworth, Putney and Roehampton. The new District comprises 15 groups spread across the Borough. A new District Commissioner was appointed in March 2012, and is in the process of building a new team to support groups and promote development.

Youth members have increased slightly in the last few years, but adult recruitment has not kept pace. In addition, the age-profile of adults across the District means that there is a District-wide priority in recruiting new adults to fill future gaps and continue to offer Scouting in the Borough.

The District Commissioner is engaging groups to understand needs and priorities, and the new Development Officer will play a key role in supporting the District in turning this understanding into a new development plan focussed on recruitment and growth.

Job Description

Job Title:

Development Officer

Main Purpose:

To advise and assist Greater London Scouts to increase its adult and youth membership by instigating and supporting the delivery of focussed development plans, with particular emphasis on the recruitment of adult volunteers, in the districts of Lambeth and Wandsworth.

Relationships

Responsible to: Development Manager (Volunteer)

Responsible for: N/A

Liaison with: Development Steering Group, other Development Officers, County Commissioner, the County Team and Executive Committee, District Commissioners and their teams, local managers and leaders, Regional Development Service, other Scout Association HQ staff, schools, local authorities, the wider voluntary sector and organisations that can assist in the development of Scouting.

Main tasks of the job

- Support and work in partnership with District Commissioners, in particular those of Lambeth and Wandsworth districts, and other volunteers to achieve organisational growth and development.
- Enable and motivate local adult volunteers to establish, implement and review focussed development plans.
- Support District Commissioners to retain and recruit adult volunteers.
- Support the development and implementation of projects of Lambeth and Wandsworth districts as required.
- Active involvement in the development of the provision of Scouting, working with adult volunteers and young people.
- Liaise with a range of external agencies and organisations to promote scouting and aid recruitment
- Liaise with the Development Manager (Volunteer) for matters concerning development and adult support issues.
- Represent the County externally and in Districts and the region.
- Administer and maintain an effective office and prescribed budget.
- Keep record of activities and achievements and report regularly against agreed targets.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and overall objectives of the organisation.

Please note; this role requires significant evening and weekend work, and the ability to travel, most of which will be across South London.

Person Specification

Development Officer

Essential

- An understanding of the aims, method and purpose of the Scout Movement and be prepared to accept Scouting's values.
- Two years proven programme or project management experience (planning and delivering) as part of a team, including managing time, resources and change with practical problem solving skills.
- Understanding and experience of different types of consultation and participation methods, appropriate for recruiting adult volunteers.
- Good communication skills for networking, liaison and presenting to a wide range of audiences within the youth, education and community development arenas.
- Proven experience of developing and implementing strategies which involve a range of diverse groups and faiths.
- Evidence of an understanding of appropriate monitoring and evaluation practices and procedures for projects.
- Literacy and numeracy skills to prepare reports and budgets for projects, publicity and reporting.
- Ability to work creatively and constructively with a diverse range of people.
- Self-starter, with the ability and confidence to use own initiative
- Ability to work alone and in teams as required.
- Understanding of the working methods, values and constraints of both the local voluntary and community sector.
- Understanding of and commitment to equality of opportunity and anti-discriminatory practice, and understanding of applying principles.
- Experience of using the following Microsoft Office products: Word, Excel and Powerpoint.
- Be able to undertake frequent and irregular travel, evening and weekend work.

Highly desirable

- Evidence of 2 years proven experience in one or more of the following - youth and community development, social work, education or training with emphasis on recruiting, supporting and retaining adult volunteers.
- Minimum GCSE in English and Maths or equivalent.

Desirable

- Relevant professional qualification