

**We need people who are great
with people**



**Growth and Development Officer
Hertfordshire
(Fixed term contract – 2 years)**

Applicant Information Pack

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

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 20,000 4–25-year-olds the skills they need for school, college, university, job interviews: the skills they need for life.

Right across Hertfordshire, we're 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.

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

Now's 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.

Ian Tycer

County Lead Volunteer

Mike Shurety

Chair – Trustee Board

What's inside?

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You'll be helping change young people's lives. But what's in it for you?

As well as being proud member of #Team Hertfordshire, you'll also

- be able to work flexibly and manage your diary in a way that suits you and your role
- have plenty of opportunities for learning and development
- have 30 days holiday a year, including bank holidays and we don't insist you go camping!
- be included in our auto-enrolment pension (eligibility criteria applies)
- be surrounded by acres of beautiful fields and woodland when working at our Activity Centres offices (that means lovely lunchtime walks)
- be part of a team that believes having fun's important too, with team days, events for young people and adult volunteers and activities you can try for yourself (think offices with extras!)

We're the County Leadership Team.

Bring your talents and energy to the mix.

Through the incredible efforts of our volunteers and staff team, we are helping more young people gain skills for life. We offer young people skills, friendship, and a powerful sense of belonging. We offer a great programme, create new spaces for young people to join, and recruit new volunteers to support them. We have grown in the last year but there's much more to do with 3,000 young people on waiting lists who are not able to access the opportunities we offer.

Our team achieves growth by working with local communities to open new provisions across Hertfordshire and we're curious, passionate, and tenacious about making sure new provisions reach young people from all backgrounds. This role is critical to achieving our ambition of opening 10 more sections in low-income communities and attracting members from Black, Asian, and 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 backgrounds.

We have fun, and we're flexible. Our team is full of great people who want to enjoy their volunteering. 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 as a team to put in the extra effort to get the job done.

We work hard to keep ourselves, and the 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/volunteers, 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.

Without exception, our team is full of passionate, talented, and caring people. We achieve amazing things. And we would like you to join us. The key to success within our team is the ability to work together, engage, and develop collaborative partnerships with our volunteers. Working together to help our young people gain skills for life.

Growth and Development Officer

About the role

Responsible to: Programme Team Lead and supporting County Lead Volunteer

Primary Location: Home-based with travel covering Hertfordshire

Term: Fixed Term – 24 months (2 Years)

Salary: £28,000 + Mileage.

Hours: 35 hours per week (this is not always a 9-5, Monday to Friday role as flexibility is required for occasional weekend and evening work as well as appointments around the County)

Holiday: 30 days including bank holidays

Benefits: Auto-enrolment pension (eligibility criteria to be met)

Internal Relationships: County Leadership Team, District Lead Volunteers and other volunteer colleagues within the wider #Team Hertfordshire

External Relationships: Staff in organisations from the wider voluntary/third sector; suppliers and contractors for services, and funders.

The above lists of relationships are provided for guidance only and are not exhaustive lists of all the contacts with whom the postholder may be required to liaise

Regulated role: Yes – an Enhanced DBS check is required to be completed

Core Purpose of the Role

The Growth and Development Officer will report to the Programme Team Lead and support the County Lead Volunteer, County Leadership Team, Districts and Groups in the development of Scouting and provide a range of services to support Scouting across the County.

The purpose of the job is to instigate, support, and deliver focused growth projects and plans across the County as agreed by the County Lead Volunteer and as part of the County Action Plans.

The role holder will provide high-quality and proactive support to prepare key line managers (specifically County Team Leaders, Group Lead Volunteers and District Lead Volunteers) to undertake their roles effectively and thereafter throughout their term of appointment.

To support Scouting volunteers to develop and grow Scouting, including but not limited to delivering volunteer recruitment, growth at group level, and building community links.

Key Accountabilities

- Support and work in partnership with the Lead Volunteers and Team Leaders within the County (County Team Leaders, District lead Volunteers, Group Lead Volunteers) and other volunteers to grow Scouting's membership in Hertfordshire.
- Open new Scouting provisions and ensure that Scouting is accessible to all.
- Inspire and enable local Scouting volunteers to devise, apply, and refresh sustainable growth plans in existing and planned new sections.
- To advise and support local Scouting volunteers in the retention and recruitment of adult volunteers.
- To advise, support, and encourage local Scouting volunteers to engage with under-represented communities in their local areas.
- Liaise with other volunteers from across Hertfordshire, particularly concerning development and volunteering issues.

- Deliver the identified priorities in the County Action Plan.
- Represent Hertfordshire Scouts and its functions in all aspects of the role.
- Any other accountabilities commensurate with the general level of responsibility of the post.

About you

(E- essential, D – desirable)

Skills and abilities

- E - Ability to work effectively as part of a team but also independently.
- E - Excellent self-planning and organisational skills. Diary management skills will be key.
- E - Ability to manage and deliver a varied workload and set of projects, ensuring effective prioritisation and balancing of the needs of a range of stakeholders.
- E - Confident communicator, skilled at presenting ideas and information to internal and external stakeholders, both digitally and face-to-face.
- E - Ability to identify and develop new opportunities for volunteer engagement.
- E - Excellent communication and interpersonal skills to enable successful influencing, listening, and negotiating with others.
- E - Ability to coach and support volunteers

Knowledge, experience, and qualifications

- D - Knowledge of Scouting is beneficial but not essential
- D - Experience of delivering projects and managing stakeholders
- D - Experience of working with volunteer groups.
- D - Experience of working with young people.
- D - Experience in community engagement and demonstration of an understanding of best practices when recruiting and supporting volunteers.
- D - Experience of volunteer engagement, with evidence of working with diverse communities.

- D - Experience using digital platforms such as Zoom and Teams effectively to organise and facilitate impactful workshops and events to a variety of stakeholders.
- D - Qualifications, education, training, and continual professional development relevant to the scope of responsibilities of the Growth and Development Officer role.

Personal qualities

- E - Self-starter with the ability to work remotely.
- E - Positive, energetic and driven approach to achieve targets
- E - Ability to operate an effective home-based office, juggling personal/family life with work.
- E - Committed to the fundamentals and values of Scouting.
- E - Behave as an excellent role model, promoting high standards of integrity, and commanding trust and confidence from others.
- E - Ability to be open, confident, and work collegiately with the willingness to challenge constructively, to receive challenges, and to work effectively at all levels internally and externally.

Other essential criteria

- E - Able and willing to travel throughout Hertfordshire
- E - Willing and able to be a Member of the Scout Movement.
- E – Willing to undertake an Enhanced DBS check
- E - Required to work evenings with occasional weekends to accommodate events/meetings with volunteers.
- D - Live in or very near to Hertfordshire to enable close partnership working with volunteers.
- E - Full UK driving licence with access to a car for work.

How to apply

If you wish to apply for this role, please complete the application form, attaching your CV and supporting statement. The deadline for applications is 23:59pm Thursday 13th February 2025. The application form can be found by clicking on the link below:

[Vacancies | Hertfordshire Scouts](#)

Interviews will be held on Thursday 20th February 2025 at Phasels Wood Activity Centre, Rucklers Lane, Kings Langley WD4 9NA.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact ian.tyler@hertfordshirescouts.org.uk to set up a call or virtual meeting.