

## **JOB DESCRIPTION**

<b>Job Title:</b>	Speke Scouting Development Officer
<b>Responsible to:</b>	Steering Group
<b>Accountable to :</b>	County Commissioner
<b>Salary:</b>	£22,000 per annum
<b>Job Summary:</b>	Support, instigate and deliver the focussed development of Scouting in the Speke / Liverpool South District area as agreed by the Speke Project Steering Group

### **Functional relationships:**

<b>Internal:</b>	County Commissioner County Management Team County Executive County Administrative Staff Project Steering Group Project Delivery Team District Commissioner (Liverpool South Scout District) Members of Liverpool South Scout District Staff at UK Headquarters
<b>External:</b>	Statutory Agencies e.g. Police, Fire & Rescue Service, Children's Centres. Local Authority etc Voluntary Services Faith Communities Community Groups

### **Main Activities:**

- Support and work in partnership with the Steering Group, Project Delivery Team, Merseyside County and Liverpool South District to achieve organisational growth and development.
- Enable and motivate local Scouting to devise, apply and refresh focussed development plans.
- Advise and support local Scouting to focus upon the retention and recruitment of adult volunteers.
- Advise, support and encourage Scouting to engage with communities currently under-represented in Scouting and provide Scouting for them.
- Help local Scouting to open new Sections and/or Groups in accordance with identified needs.
- Help develop and deliver training, events and activities within and outside the County, designed to support Scouting and promote local growth and development.
- Help identify, create and design new tools and resources to support growth and development in areas similar within the UK.
- Administer and maintain a budget, in line with the County's procedures.

- Contribute to formal and informal evaluations of the project's impact
- Any other duties as may reasonably be required by the County Commissioner

**Limits of Authority:** As agreed by the County Commissioner or Line Manager

***Merseyside County Scout Council is committed to the protection of its' children and staff. Successful candidates will be expected to support and comply with its policies designed to protect children from danger and harm. Due to the nature of this work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate(s) must be able to obtain a satisfactory Enhanced Disclosure (Via the Criminal Records Bureau) in order to be appointed to the post.***

## PERSON SPECIFICATION

### Speke Project Development Worker

*E = Essential, D = Desirable*

#### **Skills and abilities**

- possess high level of relationship skills to ensure effective relationships with a wide range of people including County and District Commissioners and other local leaders in Scouting (E)
- manage a diverse workload and reach targets that are set within deadlines (E)
- advise on development issues (E)
- work independently of direct supervision (E)
- work as part of a team (E)
- provide own administrative support (E)
- be able to use basic Microsoft office packages (including word, excel and powerpoint) and internet and e-mail (E)
- possess the ability to effectively manage their own time, work independently and prioritise workload

#### **Knowledge**

- an understanding of most, if not all of the following issues: urban communities, minority ethnic communities, schools, local authority youth and community service, partnership projects (E)

#### **Experience**

- Member of The Scout Association or Girl Guiding UK as an adult (D but NOT Essential)
- experience of working with volunteer youth groups outside Scouting (D)

#### **Attitudes**

- be committed to the fundamentals and values of Scouting (E)
- be enthusiastic and able to enthuse others (E)
- be a self starter (E)

#### **Special Circumstances**

- able and willing to work a substantial number of evenings and weekends (E)
- able and willing to travel extensively, including spending occasional nights away from home (E)
- willing and able to be a Member of the Scout Movement (E)
- has a full driving licence (E)
- access to a car / motor vehicle (E)
- live within the Speke or Liverpool South District area (D but NOT Essential)