



JOB OUTLINE

Position: Local Development Officer(p/t) – Borders District

Overview Enthusiastic individual to support, instigate and deliver focussed growth plans and opportunities across Borders District. This role enables you to engage with local communities currently under represented in Scouting and provide Scouting for them to include opening new scouting provisions in the local area and assist existing Scouts Groups with growth initiatives.

Responsible to: Senior Programme and Development Officer

Job summary: As a member of the Scouting Operations team, working from home in proximity to the Borders District project area, undertaking a fixed term project to develop Scouting across the District

Key tasks will include:

- Providing a practical field resource to support the start-up and growth of Scout Groups across Borders District
- Advise, support and encourage Scouting to engage with communities currently under-represented in Scouting and provide a Scouting provision.
- Working with SHQ and the local District to deliver practical and logistical support to volunteers in Districts and Groups in the designated project area.

Functional Relationships:

Internal

- Members of the Scouts Scotland Volunteer Team
- Volunteers in the project area.
- Staff of Scouts Scotland

External

- External Agencies as agreed with the Head of Scouting Operations. These will include local authorities, and relevant education sector, community and Third Sector organisations.
- Other partner national volunteer-led youth organisation.



Main Activities:

- Raise awareness of Scouting across the designated area to generate start-up and growth activity
- Provide direct field support to start new Scout Groups/Sections in agreed locations across the District as agreed by the project management team.
- Support Group and District volunteers with application of The Scout Association's Adult Appointment Process, to include induction and training as required
- Provide advice and practical support as required by and for local and Scouts Scotland Volunteers, in relation to the project
- Support other colleagues in exercising their responsibilities for administration, finance, communication and training.
- Undertake other duties as may reasonably be required from time to time in furtherance of Programme and Development objectives, and to maintain a positive image for Scouting.



**Borders District
Local Development Officer (p/t)**

Person Specification

Essential:

- A commitment to the fundamentals of The Scout Association, acceptance of Scouting's values, and able to meet membership requirements
- Experience in a volunteer environment, with particular reference to development / programme delivery / volunteer support
- Knowledge and understanding of communities within the project area
- Relevant qualifications or experience
- Excellent interpersonal, written and verbal communication skills.
- An ability to work under pressure, both independently and as part of a team, to meet deadlines, think creatively and solve problems
- Experience of researching and analysing information and an ability to produce reports.
- The flexibility and willingness to working unsociable hours, to include evenings, weekends, and short periods away from home
- Proficient in the use of Information Technology
- A current driving licence with access to a vehicle for business use (expenses will be paid for the duration of the project)

Additionally desirable:

- Experience of training in a professional or voluntary capacity
- Experience of goal setting, monitoring, measurement and evaluation
- An awareness and understanding of Third Sector, volunteering and volunteer management and support issues
- Practical experience of support for progressive learning, particularly for young people
- A knowledge of the youth work environment in Scotland
- Enhanced IT skills, to include PowerPoint and use of databases
- Familiarity with current social media technology



**Borders District
Local Development Officer (p/t)**

Summary Terms and Conditions

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| Title: | Local Development Officer (Borders District) |
| Commencement: | From January 2018 |
| Duration: | Fixed-term appointment to end December 2019 |
| Salary: | In the range of £25,000 - £28,000 per annum pro-rata 21/37. 21 hours pw |
| Pension: | A contributory pension scheme is available. Contribution rates are 7% of salary from the employer and 3% from the employee. |
| Hours of work: | Based on an average of 21 hours per week over a 24-month period , to be worked in accordance with the requirements of the job, which requires evening and weekend duties. A flexible approach to delivering the project objectives over the time period concerned can be considered. |
| Location: | The Local Development Officer will work from home in proximity to the project area, with periodic requirement for meetings at Scouts Scotland Headquarters near Dunfermline |
| Holiday: | 22 days per annum plus 9 statutory holidays (or equivalent) pro rata |

Application Forms should be submitted to hradmin@scouts.scot

Closing date for applications is 9am on Friday 24 November 2017

Shortlisted candidates should be available for interview on Friday 30 November 2017.

NB: the nature of the work, involving children and young people, necessitates a satisfactory criminal record check by way of PVG Scheme membership being secured by Scouts Scotland prior to appointment.