



# Local Development Officer Applicant Information Pack

**Clyde Regional Scout Council**

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Regional Commissioner (Scotland): Stuart J. Inrie Regional President: Alex M. Hamilton Founder: Robert Baden-Powell OM Chief Scout: Lt Cdr (Hon) Bear Grylls RN

Registered Scottish Charity SC010415

**Introduction:**

Clyde Regional Scout Council is responsible for supporting local Scout Groups across its geographical region. The region encompasses the City of Glasgow, East Dunbartonshire, East Renfrewshire, North Lanarkshire and South Lanarkshire.

The Region's key strategic responsibilities are to train new volunteers, to realise opportunities for the development of Scouting and to implement effective internal and external communications. In addition, it provides support for the running of Explorer Scouts and Scout Network and has a number of volunteer specialist advisers in areas such as Child Protection, Adventurous Activities, Special Needs and the Duke of Edinburgh's Award.

The Regional Office has a small staff team which is split into two areas of work; administration of the Region's finances and support for local Scouting.

Clyde Region also runs The Glasgow Scout Shop, Auchengillan Outdoor Centre and Avondyke Training Centre.

**Outline Responsibilities:** In conjunction with members of the Regional Team, District Commissioners and Group Scout Leaders, to support the growth and development of Scouting across Clyde Region in line with the Region's Development Plan.

**Responsible for:** Currently no staff responsibilities.

**Responsible to:** Development Project Management Group through the PR & Development Officer.

**Internal Contacts:** Assistant Regional Commissioners, District Commissioners, Group Scout Leaders, Regional Advisers, Regional Chairman, Regional Commissioner, Chairman of the Development Project Management Group, staff and volunteers at SHQ and UKHQ, volunteers working in Groups and Districts

**External Contacts:** Local Authorities, Local CVS, Media Outlets, Members of the public, Statutory and voluntary organisations in the Region.

**Appointment Requirements:** To understand and accept The Scout Association's policies, have satisfactory Enhanced Disclosure Scotland clearance. The completion of a Wood Badge, which includes the achievement of the Manager specific modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme. The completion of such other training as may be necessary to fulfil the duties of the post holder. It is anticipated that the successful candidate will complete their training during year 1 of employment.

**Limits of authority:** As agreed with the PR & Development Officer.

**Working hours:** The post holder will require to work flexible hours and the nature of the job will mean that evening and weekend work along with occasional nights away from home will be necessary for the successful completion of the project, for which time off in lieu will be agreed with the line manager. The average working week will not exceed 37 ½ hours.

**Duration:** This is a fixed term post for 3 years from 1 August 2010.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Local Development Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Regional PR & Development Officer

<b>Person Specification:</b> E = Essential HD = Highly Desirable D = Desirable
<b>Communication:</b> <ul style="list-style-type: none"><li>○ Able to communicate effectively with adults and young people, in small groups and to large audiences. <b>E</b></li><li>○ Possess high level of relationship skills to ensure effective relationships with a wide range of people including young people, Regional, District &amp; Group volunteers, external youth and children's bodies and commercial organisations. <b>E</b></li><li>○ Able to present information to an audience using a variety of techniques. <b>HD</b></li><li>○ Able to construct written information for the production of resource material, minutes and policy proposals. <b>E</b></li><li>○ Able to use information technology, particularly Microsoft Office. <b>E</b></li></ul>
<b>Organisation:</b> <ul style="list-style-type: none"><li>○ Able to prioritise and manage own workload within broad policy guidelines. <b>E</b></li><li>○ Able to manage a varied range of short and long term projects. <b>E</b></li><li>○ Able to devise and work within budgets. <b>HD</b></li></ul>
<b>Knowledge:</b> <ul style="list-style-type: none"><li>○ An understanding of most, if not all of the following issues: children's and youth education, development education, safe outdoor activities, creative and cultural activities for young people. <b>E</b></li></ul>
<b>Education/experience:</b> <ul style="list-style-type: none"><li>○ Educated to Higher or equivalent level. <b>E</b></li><li>○ Knowledge of Scouting as an adult or young person. <b>E</b></li><li>○ Experience of working with volunteer groups outside Scouting. <b>D</b></li></ul>
<b>Personal qualities:</b> <ul style="list-style-type: none"><li>○ Able to work to own initiative and within broad policy. <b>E</b></li><li>○ Able to think creatively and solve problems. <b>E</b></li><li>○ Flexible in working methods and ideas. <b>E</b></li><li>○ Mature and personable approach. <b>E</b></li></ul>
<b>Attitudes:</b> <ul style="list-style-type: none"><li>○ Be committed to the fundamentals and values of Scouting. <b>E</b></li><li>○ Be enthusiastic and able to enthuse others. <b>E</b></li><li>○ Be a self starter. <b>E</b></li></ul>
<b>Personal circumstances:</b> <ul style="list-style-type: none"><li>○ Able and willing to work a substantial number of evenings and weekends. <b>E</b></li><li>○ Able and willing to travel throughout the Region, including spending occasional nights away from home. <b>E</b></li><li>○ Willing and able to be a member of the Scout Movement. <b>E</b></li><li>○ Have a full driving licence. <b>E</b></li><li>○ Have access to a car for the performance of your duties. <b>E</b></li></ul>

<b>Main tasks of the role:</b>	
Work with the Regional Commissioner and his team to implement and periodically review a Regional Development Plan.	Work with volunteers from across the Region to plan and implement recruitment initiatives.
Develop working relationships with organisations that can support/facilitate the development of Scouting in the Region.	Work with the Assistant Regional Commissioner (Development) and District Commissioners to identify priorities for the development of Scouting in their District.
Contribute articles to the Region's website and newsletter which share good practice on growing Scouting.	Identify opportunities to grow Scouting across Clyde Region and with the relevant volunteers, realise these opportunities.
Deliver workshops on the recruitment of new adult volunteers to local Scout Groups & Districts.	Promote Scouting at University & College Fresher's Fairs and other appropriate events across the Region, focussing on the recruitment of adult volunteers.
Identify opportunities for the recruitment of new adult volunteers.	Develop links with local community organisations such as the Round Table, Soroptimists, Rotary Clubs, Probus, etc.
Engage with the faith & minority communities in Clyde Region and seek out ways to diversify the Region's membership.	Support District Commissioners & Group Scout Leaders to prepare Development Plans.
Identify locations that have the potential to support the opening of new Scout Groups and with the District Team and ARC (Development), carry out the work necessary to open a new Scout Group.	Such other tasks as may reasonably be requested in line with the objectives and outcomes of the Region's Development Project.