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Welcome

Dear Candidate

ScoutsNI has an ambitious strategy to guide our plans to extend our reach further and deeper into our communities. We want to demonstrate that Scouting is more relevant today than ever and has the ability to transform lives.

Referred to as ScoutsNI or the Scout Association, the Northern Ireland Scout Council was registered as a charity in Northern Ireland in 2015 and is part of a worldwide Movement of 40 million Scouts working for peace and global friendship.

We are seeking a Chief Executive to lead a significant programme of change and delivery.

Our vision is to make a positive impact in our communities, to prepare young people to be active citizens, and to embrace and contribute to social change. That should be something that drives you too.

Through your support – working alongside our staff and volunteer team - Scouting will be shaped by young people in partnership with adults; be enjoyed by more young people and adults; and be as diverse as the communities in which we live.

Our recruitment partners are Engage. If you have any questions about the recruitment process, you can contact Engage’s Director Patrick Minne on 07792 509003 or at patrick@engageexec.co.uk

This is a unique opportunity for a proven and effective leader to make a real difference to the lives of young people in Northern Ireland. We are an organisation that is passionate and driven by youth involvement.

Yours faithfully

Dr Henry Brown
Board Chair

ScoutsNI Chief Executive Info Pack | 3
What We Do

Life Changing Adventure

Scouting offers life changing adventure to over 9,000 girls and boys in Northern Ireland. We help young people explore their potential, grow in confidence and become active citizens of the future. We make a positive impact on young people, our adult volunteers and the communities in which we live.

Offering over 200 different activities from abseiling and archery to drama, street sports to water zorbing, Scouting helps 6-25 year olds grow in confidence, achieve their full potential and become active members of their communities.

This is only possible through the efforts of 2,800 volunteers who also enjoy the fun and friendship of Scouting. And you can be part of this great adventure.
Our Strategy

Skills for Life, Our plan to prepare better futures

Scouting has changed over the last decade. We changed the way we look and do things. We introduced a new brand, new uniform, and new programme and training scheme. We became smarter at how we deliver Scouting through better support for volunteers and enabling people to volunteer flexibly.

As a result, Scouting today is growing. We are more diverse with more communities turning to Scouting for opportunities, activities and expertise. Young people are now taking a greater role in decision-making locally and nationally. They have become the face and voice of Scouting, and our Young Leaders are helping to deliver exceptional programmes.

Our campaigning work has shown that we are relevant and engaged in issues affecting today’s society. We are more sound and focused as an organisation, with a clearer identity – delivering everyday adventure. We have improved the way we make decisions, as well as developed our Centre at Crawfordsburn and our other facilities. All of these achievements didn’t happen by chance. Our Members took responsibility for bringing about the changes we all knew were necessary.

Over the past few years, we have been thinking about what the next decade of Scouting might look like, what the new challenges will be and how we can work together as a Movement to meet them. As a result of this work, we have developed a new vision for the future, taking us to 2025.
What we want to be and where we want to go

Scouting in 2025 will:
- Prepare more young people with skills for life
- Be supported by amazing section leaders who will deliver an inspiring programme
- Continue to grow, be more inclusive, shaped by young people and make a bigger impact in our communities

**Growth**
By 2025:
- 1,250 more young people aged 6-18 in Scouts
- 350 more frontline adult volunteers (Section Leaders and Assistant Section Leaders)
- 150 more Young Leaders

**Inclusivity**
By 2025:
- 75 new Sections, especially, but not exclusively, in areas of deprivation, remote and rural areas and in new communities reaching the young people who could benefit the most
- our adult volunteers will reflect the demographics of our society

**Youth Shaped**
By 2025:
- 5,000 young people will be shaping their experiences at Scouts
- 50% of young people will be achieving the top awards

**Community Impact**
By 2025:
- at least 5,000 young people will be making a positive impact in their community each year

**Find out more**
Click on the link to download our UK-wide 2018-23 National Strategy Skills for Life. Click on this link to navigate to the UK-wide Strategy page on our website.
How We Are Organised

ScoutsNI Headquarters is at 109 Old Milltown Road, Belfast, BT8 7SP. We are a registered Charity in Northern Ireland responsible for the management of the affairs of the Scout Association in Northern Ireland.

The Chief Executive reports to the Chair of our Board and has a day to day working relationship with our Chief Commissioner. He/she is responsible for ten members of staff based at 109 Old Milltown Road and Crawfordsburn Scout Centre.

Annual Reports and Financial Information

Click on the links below to navigate to our last three years Annual Reports and Accounts.

- Annual Report and Accounts to 31 March 2019
- Annual Report and Accounts to 31 March 2018
- Annual Report and Accounts to 31 March 2017
What We Are Looking For

You will have a track record of leading in the management and organisational governance of a relevantly complex commercial or not-for-profit organisation.

You will have high level financial management and information technology skills.

It is essential that you can motivate and inspire others to succeed, both within an organisation and externally with stakeholders and partners. You will need to be confident that you can manage change and create a positive atmosphere and culture.

You should have a strong understanding of our commitment to youth involvement. You should be passionate about the development of young people and have ideas about what we can do to continue to make the organisation truly youth led.

We have a strategy to 2025, but we want you to be someone who can think further ahead and is confident enough to challenge us and to lead us to change. You should be someone with practical ideas and energy to grow the Movement and lead us to develop in areas where we are not currently well represented.
# Chief Executive Job Description

**Responsible to**  
Chair of the Board of Trustees of Northern Ireland Scout Council

**Key Relationships**

**Internal**
- Chair of the Board of Trustees
- The Chief Commissioner and all members of his/her senior volunteer team
- Members of the Board and its Committees
- Honorary Treasurer

**External**
- Government of Northern Ireland
- Education Authority
- Local Government throughout Northern Ireland
- UK Headquarters of the Scout Association
- Statutory agencies in Northern Ireland
- Other youth organisations and voluntary organisations in Northern Ireland

**Management**  
Responsible for the management of all staff employed by ScoutsNI (currently 10 staff) and of all assets of ScoutsNI

**Salary**  
£48,000-£52,000 (negotiable subject to experience), 3% employer pension contribution

**Contract**  
Full-time permanent

**Start Date**  
By negotiation (November 2020 preferred)

**Probation**  
Probationary period 6 months

**Location**  
Based at The Scout Association, Northern Ireland Scout Council, 109 Old Milltown Road, Belfast, BT8 7SP

**Role Summary**  
The Chief Executive exercises executive responsibility for implementation of the Strategy of the NI Board and oversees the development and implementation of policies, procedures and management of the affairs of ScoutsNI (especially financial management). In addition, the Chief Executive reflects the organisation’s role as the Scout Association in Northern Ireland, ensuring good governance and compliance. He/She provides sound professional advice to the Chair and Chief Commissioner on all matters relating to ScoutsNI. He/She builds and sustains credibility for ScoutsNI with internal and external stakeholders, working in strategic and operational partnership with other bodies as required.
Main responsibilities

Human Resources and Staff Related Matters

a) Effectively manage all staff employed by ScoutsNI, manage and support their work and ensure that they deliver high levels of performance against clear standards and targets

b) Encourage and support a culture of collaboration amongst staff and between volunteers and staff

c) Build a staff culture where everyone is valued and equipped to do their job

d) Ensure appropriate policies and procedures are put in place, and maintained up to date, to deal with HR and staff related matters including:
   - Recruitment, appointment, induction, terms and conditions, review/appraisal system, salary review
   - Staff welfare, health and safety and staff wellbeing
   - Internal grievances and disciplinary matters
   - Staff engagement and informal consultation/information sharing processes
   - Mediation and dispute resolution

Business and Financial Management

a) Oversee the business affairs of ScoutsNI, including budgetary control and the use of human and property resources, including the use of modern technology to support the work of ScoutsNI, and enhance and improve communications both internally and externally

b) Ensure effective stewardship and management of the day to day operational finances of ScoutsNI, ensuring appropriate reporting of statutory and management accounts to key committees and to the Board

c) Report and act on key financial indicators of cash flow and operational performance

d) Ensure that ScoutsNI financial systems comply with statutory/regulatory compliance and best practice and that all audit and Charity Commission requirements are met

e) Ensure provision of appropriate support to the Honorary Treasurer of ScoutsNI

f) Ensure development and implementation of a fundraising strategy, to support the achievement of the Board’s strategic aims

g) Maintain and improve good relations with established funders. Seek out and develop new business and partnership connections to provide funding opportunities

h) Foster and build new relations with additional funders, ensuring effective application, reporting and accountability for external funds
applied to support the work of ScoutsNI

i) Develop guidance for use by local volunteers within NI to enable them to access suitable funding sources for development and growth locally

j) Ensure development and implementation of a Business Strategy and Marketing Strategy for Crawfordsburn Scout Centre

k) Represent the interests of ScoutsNI in contractual matters, including in relation to IT, property maintenance and development

Governance and Compliance

a) Oversee the provision of effective staff support to the Chair of the Board to ensure that ScoutsNI has a sound governance structure in place, meets all statutory and regulatory compliance requirements and conducts its affairs in a consistent and transparent manner

b) Provide lead professional support to Northern Ireland Scout Council, the Board of Northern Ireland Scout Council and Belfast County Scout Council (formally acting as secretary to these bodies)

c) Oversee the provision of efficient organisation, staff support and conduct of the AGM, Board Meetings and meetings of the Board’s sub-committees

d) Produce the Board’s Annual Report and annual Financial Accounts in accordance with all statutory requirements

e) Ensure that policies and procedures of ScoutsNI are developed in compliance with Policy, Organisation and Rules (POR) of The Scout Association and taking into account any specifics of Northern Ireland law

f) Maintain effective links and cooperation with UK Scout Headquarters in London and Country HQ colleagues in Scotland and Wales to develop national policies and share best practice

g) Provide accurate advice to County Commissioners and District Commissioners on all compliance, legal, insurance, governance and related matters

h) Constantly promote a culture of safety, safety awareness and risk management amongst all staff and volunteers

i) Ensure that ScoutsNI, through sound policy and practice, is recognised as a leading exponent of good practice in relation to child protection, safeguarding and safety in adventurous activities

j) Ensure development, implementation, monitoring and updating of a Risk Register for ScoutsNI

Strategic Direction

a) Provide effective support to the Chair of the Board and to the Chief Commissioner to ensure the development, implementation and
progress monitoring of a Strategic Plan for ScoutsNI
b) Provide advice to the Chair, the Board and the Chief Commissioner on the future development of Scouting in Northern Ireland and work with internal and external stakeholders to ensure the continued relevance and effectiveness of the organisation
c) Ensure coordination of work of staff, volunteers and key committees and working groups in relation to delivery of the Board’s Strategic Plan
d) Ensure development and implementation of Operational Plans, leading as appropriate on specific projects, supporting the Chairs of Committees as required, and monitor the progress of such Operational Plans to ensure that they are effectively delivering the Board’s strategy
e) Ensure that ScoutsNI Information Technology Systems, websites, social media platforms and tools are robust and modern and used effectively to provide state of the art information and communications to all staff, volunteer leaders, members and the wider public

Volunteer Support
a) Provide effective support to the Chief Commissioner and all members of his/her senior volunteer team. Attend meetings throughout Northern Ireland as required
b) Ensure that young people are fully involved in decision making processes at all levels of ScoutsNI
c) Create a culture where all staff work to provide effective support to the work of volunteer ‘managers’ particularly the Chief Commissioner’s Team, County Commissioners and District Commissioners
d) Maintain awareness of national Scout Association policy developments, initiatives and work of national committees, ensuring that key volunteers are briefed on potential implications for ScoutsNI
e) Ensure appropriate communications to all members in ScoutsNI using modern IT systems and methods

Relationship Management – Promoting the interests of ScoutsNI
a) Develop, and then ensure an effective ScoutsNI Communications Strategy, both internal and external, and ensure that the tools and people are in place to deliver this Strategy
b) Act as an authoritative ambassador and represent the views and interests of ScoutsNI at external meetings, events and conferences with, for example, key policy makers, decision
makers, funding bodies, local and national politicians, partner organisations and other youth organisations in the sector

c) Maintain and develop constructive relations with the Department of Education, the Education Authority, Volunteer Now, the Uniformed Hub and other bodies as required

d) Develop, in conjunction with the Chair and Chief Commissioner, the stance of ScoutsNI on relevant consultations and issues that arise and ensure a comprehensive ScoutsNI response to the consultations or issues

e) Seek out opportunities to influence Youth Policy across Northern Ireland to ensure adequate support and funding from statutory agencies

Membership of the Scout Association
The successful applicant will be required to become a member of the Scouts and take the Scout Promise.
### Person Specification

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
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<tr>
<td>A degree level or equivalent qualification in a relevant discipline</td>
<td>A Masters Degree qualification or equivalent in a relevant discipline</td>
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<td></td>
<td>Full, current membership of a relevant professional body with evidence of Continuous Professional Development</td>
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<tr>
<td><strong>Experience</strong></td>
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<tr>
<td>Minimum of five years’ experience at Senior Management level within a complex commercial or not for profit organisation</td>
<td>Five years’ adult experience within a voluntary youth organisation, either as a staff member or as a volunteer</td>
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<tr>
<td>Minimum of five years’ experience in financial management with budgetary responsibility of up to £1m, to include managing multiple budgets and resources and preparation of accounts</td>
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<tr>
<td>Minimum of five years’ experience of leading and managing diverse teams</td>
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| Minimum of five years’ experience in at least three of the following six areas of work –  
- Human Resource Management  
- Information Technology development and/or management  
- Strategic and operational policy development  
- Management of a diverse range of volunteers  
- Communications management  
- Income generation/Fundraising | Minimum of five years’ experience in more than three of the six areas |
<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Skills</strong></td>
<td><strong>Highly proficient in the use of Microsoft Office IT packages</strong></td>
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<tr>
<td>Excellent verbal and written communication skills</td>
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<tr>
<td>Highly proficient in the use of Microsoft Office IT packages</td>
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<tr>
<td>Able to influence at the most senior levels and present effectively to a wide variety of audiences</td>
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<tr>
<td>Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans</td>
<td>Comprehensive knowledge of best practice in management and organisational governance of a charity in the UK</td>
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<tr>
<td><strong>Attributes</strong></td>
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<td>Access to a car or other suitable form of transport to enable travel throughout Northern Ireland</td>
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NB In the event that we receive a high number of applications we may elevate some or all of the desirable criteria listed above to become essential criteria.
Summary of Terms and Conditions

Salary Review
Annually by the Chair of the Board, following appraisal, in conjunction with the HR sub-group of the Finance and General Purposes Sub Committee.

Pension
A contributory pension scheme with 5% employee and 3% employer contribution. This may change based on government guidance.

Hours of Work
Based on a working week of 37 hours, to be worked in accordance with the requirements of the job, which requires evening and weekend duties. Time off in lieu of additional hours worked may be taken by prior arrangement with the Chair of the Board, and no additional payments are made in respect of overtime.

Holidays
32 days per annum (pro rata) including statutory holidays (or equivalent days in lieu). Holidays may be taken by prior arrangement with the Chair of the Board.

Other Benefits
Mileage allowance will be payable for business usage of a private motor vehicle and travel and subsistence expenses will be reimbursed in accordance with ScoutsNI conditions of service.

Confirmation of Appointment
Appointment will be confirmed following a satisfactory probation period of 6 months. During that time you will agree a number of key targets with the Chair of the Board. You will also be expected to travel to visit key Scout professional colleagues in England, Scotland and Wales.
The Interview Stages

At interview stage, candidates will also be assessed against the following criteria:

- Commitment to the ethos and values of ScoutsNI.

- A high degree of personal and professional credibility to engender trust and inspire external stakeholders.

- Ability to lobby and advocate as an influencer to senior representatives in stakeholder organisations.

- The ability to think and act strategically, developing practical and creative solutions.

- High self-motivation, creativity and determination, with the ability to take the initiative and problem-solve effectively.

- These will be required and assessed alongside key roles and responsibilities outlined in the Job Description and Person Specification.

Seen or Unseen Task
A short seen or unseen task will form part of the assessment for Stage 2 interviews.

Use of Videoconferencing
As a result of the Covid-19 disruption, some or all of the interview stages may be conducted by videoconference. Please make sure you have access to adequate broadband speeds, and a mic and camera enabled computer. The videoconferencing platform to be used will be Google Meet.
How to Apply

Please forward a CV, maximum three A4 sides, together with a completed Supplementary Questions form available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the recruitment timetable. You will also be asked to submit a separate equality form (see below).

The deadline is Noon on Monday 31 August 2020. Applications should be made by email to:

patrick@engageexec.co.uk

Contact Patrick on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure
Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability
In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities
ScoutsNI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.
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<th>Event</th>
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<tr>
<td>CV, ‘Supplementary Questions’ and ‘Equality Monitoring and Criminal Convictions’ forms to be submitted</td>
<td>Noon, Monday 31 August 2020</td>
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<tr>
<td>First Interviews</td>
<td>Monday 7 and Tuesday 8 September 2020</td>
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<tr>
<td>Second Interviews (including a seen or unseen task)</td>
<td>Monday 14 and Tuesday 15 September 2020</td>
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<tr>
<td>Final Interview</td>
<td>Wednesday 23 September 2020</td>
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Please address any enquiries relating to the advertised position, and your submission, to Scouts NI’s recruitment partners:

Patrick Minne  
Engage Executive Talent

Tel: 07792 509003  
Email: patrick@engageexec.co.uk  

www.engageexec.co.uk

Enquiries unrelated to recruitment can be addressed by email to:

info@scoutsni.org

The Scout Association  
Northern Ireland Scout Council  
109 Old Miltown Road  
Belfast BT8 7SP

The Scout Association has been registered with the Charity Commission for N. Ireland NIC103542.