



**Scouts**

NI

# **Scouting Support Officer (Growth & Retention)**

## **Application Information Pack**

# Welcome

At Scouts NI everyone is welcome. Every week more than **8,600 young people** aged 4-25 take part in Scouting across Northern Ireland, supported by over **2,600 adult volunteers**. Through our six sections, Squirrels, Beavers, Cubs, Scouts, Explorers and Network, we give young people the skills they need for school, work, challenges and big dreams.

We are strong advocates for diversity, equity and inclusion. We are guided by our values of integrity, respect, care, belief and cooperation. At a time when communities can feel divided, Scouting brings people together. We encourage our young people to do more, learn more and be more. As part of a worldwide movement, we are creating stronger communities and inspiring positive futures.

This role is an opportunity to be part of that journey and help us support even more young people across Northern Ireland.



**Stephen Bell**  
NI Chief Volunteer



**Jonathan Gracey**  
NI Chief Executive

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I want a new generation to learn the skills, friendship and belonging I felt when I needed them most. I want to show that the outdoors is a place for all of us to be at our best, that Scouts is truly open to all.



**Dwayne Fields**  
UK Chief Scout

# You'll be helping change young people's lives. But what else is there for you?

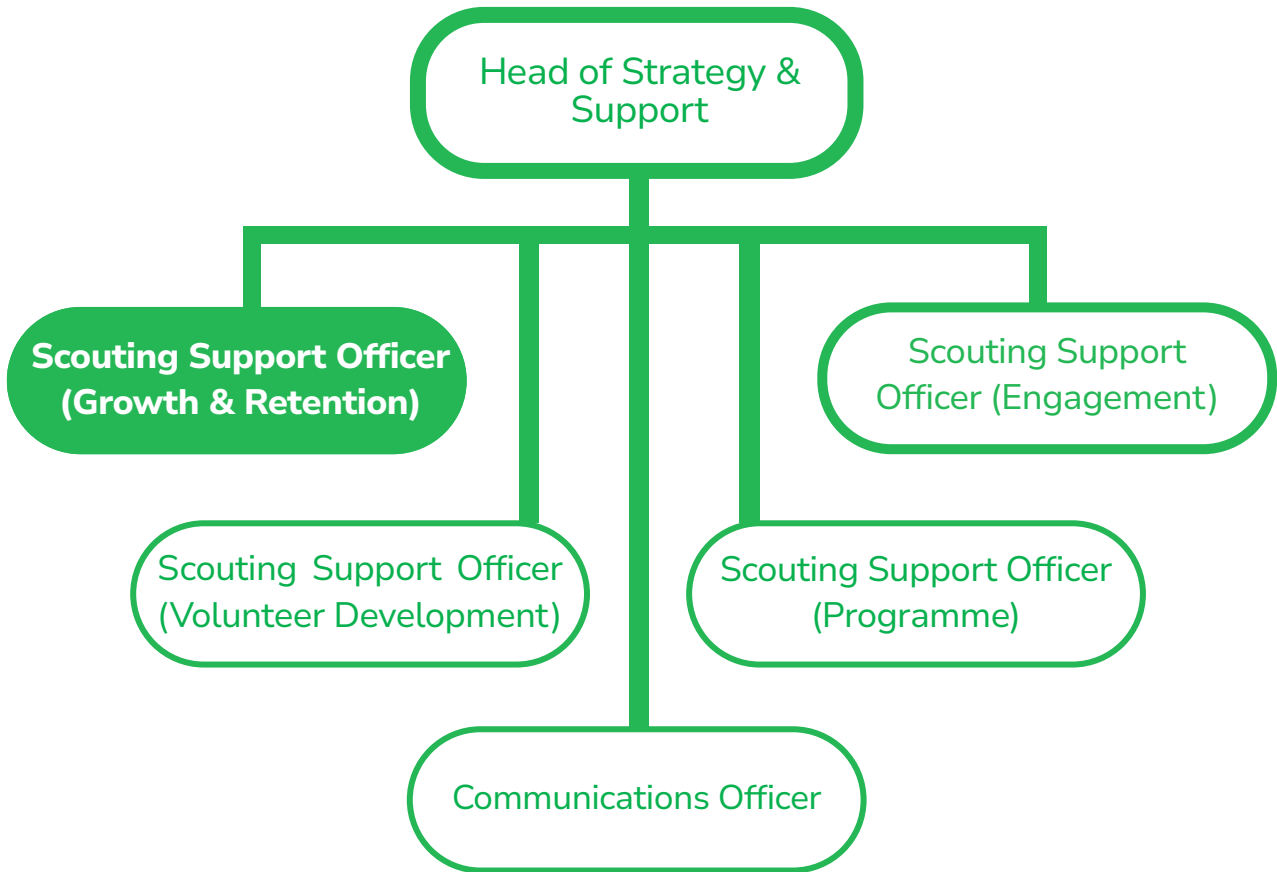
- **Work in a way that suits you**, your role and your department
- Plenty of opportunities for **learning** and **development**
- **22 days holiday** a year plus statutory days
- When you're at the office, you'll be surrounded by **10 acres of beautiful woodland** at Ardnally Activity Centre, South Belfast
- **Free Parking** at Ardnally Activity Centre, South Belfast

## How we're structured

- Scouts NI have two key locations, our **NI Headquarters** is based at Ardnally Scout Centre, South Belfast and our Scout Centre, **Crawfordsburn Activity Centre**.
- We have three key teams in Scouts NI:



# Scouting Support Team Structure:



# We're the Scouting Support Team. We're doing well, but you can help us do better.

Since the pandemic, society has been through so many hurdles and now we are finally getting back to doing things which feel like the 'old normal'. At Scouts NI we are changing how we do things to ensure we are able to provide key opportunities to all young people across Northern Ireland.

The Scouting Support Team is a vibrant and growing team and a key part of the work of Scouts NI, assisting Scout Groups and Districts to reach their full potential in their area; connecting and engaging with new communities and sharing our key values of cooperation and integration!

If you join us, you have the chance to help make a difference in young people's lives, helping the Team to instigate, support and deliver focused growth projects and plans across the country.

**Vicky Flanagan**

Head of Strategy & Support



# Scouting Support Officer (Growth & Retention)

<b>Purpose:</b>	To support local volunteers to achieve growth through opening new Scouting provision and apply development plans. There will be a focus on the recruitment and retention of local volunteers.
<b>Base Location:</b>	Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP
<b>Term:</b>	<ul style="list-style-type: none"><li>• Full Time (35 hours).</li><li>• Permanent.</li><li>• Office based at the above address.</li><li>• Out of hours work will be required for which time off in lieu will be given.</li><li>• The appointment is subject to completion of a satisfactory probationary period of six months.</li></ul>
<b>Salary:</b>	£27,500.00 per annum.
<b>Responsible to:</b>	Head of Strategy & Support.
<b>Key Relationships:</b>	Staff at Scouts NI NI Chief Volunteer Chair of Scouts NI Trustee Board Chair of Strategy & Delivery Sub-Committee NI Volunteer Lead for Programme NI Volunteer Lead for Volunteer Development NI Youth Lead Regional Lead Volunteers District Lead Volunteers Group Lead Volunteers
<b>Disclosure:</b>	AccessNI Enhanced Disclosure check required.
<b>References:</b>	Appointment will be subject to two satisfactory references.

# Job Description

## Key Tasks:

- Support and work in partnership with Regional Lead Volunteers, District Lead Volunteers, Group Lead Volunteers, and other volunteers across Scouts NI to achieve organisational growth and development.
- Support Groups and Districts to open new provision in line with their development plan, and using local knowledge, contribute to the ongoing development of the project as needed to ensure that Scouting is accessible to all.
- Enable and motivate local Scouting to devise, apply and refresh focused development plans.
- Advise and support local Scouting on the retention and recruitment of adult volunteers.
- Advise, support and encourage local Scouting to engage with groups currently under-represented in Scouting.
- Develop and deliver training, events and activities, designed to support Scouting and promote local growth and development.
- In collaboration with Strategy and Delivery Sub-Committee identify, create and design new tools and resources to support growth and development.
- Track and record growth and retention metrics within projects and provide regular reporting on these to the Strategy and Delivery Sub-Committee.

- Share best practice, success stories and innovative approaches to volunteer development.
- Support cross team initiatives such as recruitment campaigns, inclusion projects and community partnerships.
- Undertake other duties as may reasonably be required from time to time related to overall development targets.



## Scouting Support Team Tasks:

- Support the vision of Scouts in Northern Ireland, ensuring that all members have a positive experience.
- Work collaboratively with the Scouts NI team to maximise the perception of Scouts by assisting in the development of key targets (e.g. retention and recruitment of adult volunteers). The post holder may be required to represent the Scouting Support Team on Scout UK-wide focus groups.
- Providing practical 'field support' on issues raised from Group, District and Region volunteers, this may include development plans, training sessions and programme development.
- Assist in the development of creating new provision across Northern Ireland to enhance opportunities and accessibility to all. This can be achieved through identifying, creating and designing new tools and resources.
- Assisting in the success of the Strategy and Delivery Sub-Committee by providing support to the Programme Team and Volunteer Development Team.
- Assist in holding or supporting local training / information sessions across Northern Ireland on themes of the Scouts NI Strategy to promote local growth and development.

# About you

## Essential Criteria:

- 5 GCSEs A\*-C, including English Language and Maths.
- Experience of working with volunteer groups.
- Experience of community engagement and demonstrate an understanding of best practice when recruiting and supporting volunteers.
- Excellent communication and interpersonal skills to enable successful influencing, listening and negotiating with others.
- Confident at public speaking and skilled at presenting ideas and information to internal and external stakeholders, both digitally and face-to-face.
- Ability to build positive working relationships with a variety of stakeholders.
- Competency in Microsoft Office packages (in particular Excel).
- Confident working both independently and as part of a team.
- Driving licence and access to a car for business activities.
- Able and willing to work evenings and weekends to accommodate events/meetings with volunteers.
- Be willing to become a member of The Scout Association.

## Desireable Criteria:

- Third level qualification.
- 1 year's experience working in developing new youth provision, including programme development and volunteer recruitment.
- Experience of using data to inform the direction of your work.
- Knowledge of the Scouting movement.or similar organisation.



# Be Part of Something Bigger!

We're looking for someone who's organised, positive and ready to play their part in helping us deliver skills for life to more young people across Northern Ireland.

As our **Scouting Support Officer (Growth & Retention)**, you'll help Groups and Districts to open new provision, devise and apply development plans and focus on recruiting adult volunteers to support young people to dream big, try new things and gain confidence for the future.

Sound like you? Step up, speak up and [apply here](#).

- **Closing date:** Friday 13 March 2026 at 5.00pm.
- **Interview date:** Week commencing Monday 23 March 2026.
- **Start date:** As soon as possible.



Scouts NI Headquarters,  
109 Old Milltown Road, Belfast BT8 7SP