



**Scouts**

NI

# **Scouting Support Officer (Volunteer Development)**

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?

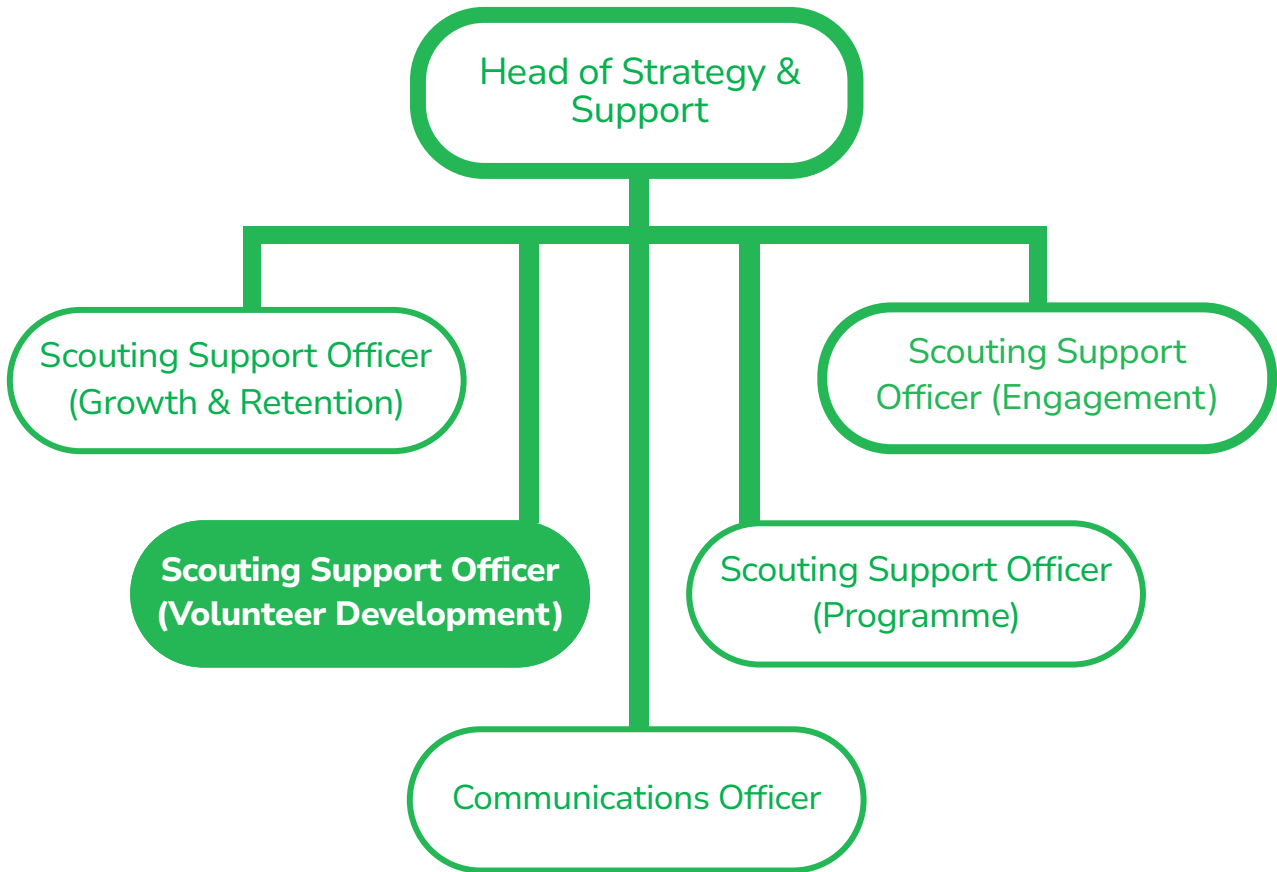
- **Work in a way that suits you**, your role and your department
- Plenty of opportunities for **learning** and **development**
- **22 days holiday** a year plus statutory days
- When you're at the office, you'll be surrounded by **10 acres of beautiful woodland** at Ardnally Activity Centre, South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

**Purpose:** To support local volunteer recruitment and development of our adult members through developing new training sessions, removing barriers to volunteering and supporting community partnerships.

**Base Location:** Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP

**Term:**

- Full Time (35 hours).
- Permanent.
- Office based at the above address.
- Out of hours work will be required for which time off in lieu will be given.
- The appointment is subject to completion of a satisfactory probationary period of six months.

**Salary:** £27,500.00 per annum.

**Responsible to:** Head of Strategy & Support.

**Key Relationships:** 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  
NI Learning Team Lead  
Regional Lead Volunteers  
District Lead Volunteers  
Group Lead Volunteers

**Disclosure:** AccessNI Enhanced Disclosure check required.

**References:** Appointment will be subject to two satisfactory references.

# Job Description

## Key Tasks:

- Work collaboratively with the NI Volunteer Development Team and the NI Learning Team Lead for Training to coordinate and support the delivery of the Learning Scheme.
- Work collaboratively with the NI Learning Team Lead to identify training needs and design and deliver training sessions and workshops.
- Contribute to Scouts NI strategy for volunteer development and leadership pathways, through the design and delivery of regional training events, conferences and development days.
- Network and build partnerships with external agencies to expand opportunities by developing high-quality training sessions.
- Support District Lead Volunteers to stand up their Volunteer Development Teams to recruit new volunteers, create positive onboarding experiences and develop and deliver induction and welcome materials.
- Track volunteering metrics and identify barriers to volunteering, working with local volunteer teams to remove them.
- Evaluate regional training sessions to ensure continuous improvement and gather volunteer feedback to shape improvements in training and support.
- Track training completion, mandatory learning and compliance across Scouts NI.
- Share best practice, success stories and innovative approaches to volunteer development.

- Provide reports and insights to the Volunteer Development Team and Strategy & Delivery Sub-Committee.
- 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 developing learning sessions and training schemes.
- An understanding of the reasons people volunteer and the ability to work with local teams to remove barriers.
- 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 adult 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 support, recruit and retain our adult volunteers to enable us to deliver skills for life to more young people across Northern Ireland.

As our **Scouting Support Officer (Volunteer Development)**, you'll work to remove barriers to volunteering, recognise our adult members, and partner with external agencies to enhance our training scheme. Be a part of supporting 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