

September 2019



Dear Applicant

**Application for the Post of Development Officer**

**The Scout Association, Northern Ireland Scout Council (Scouts NI)  
109 Old Milltown Road, Belfast, BT8 7SP**

Thank you for your interest in applying for the above post.

Please find enclosed:

- Job description
- Personnel Specification
- Application form

Short-listing will be based on the responses contained within the application form only.

You are reminded that the closing date and time for receipt of applications will be 12 noon on 30<sup>th</sup> September 2019.

Initial interviews likely to be 14<sup>th</sup> or 15<sup>th</sup> October.

Yours faithfully

*yours sincerely*

*Keneth Gillespie*

**Ken Gillespie**

**The Scout Association**  
Northern Ireland Scout Council  
109 Old Milltown Road  
Belfast  
BT8 7SP  
NIC103542

Tel: 028 9049 2829  
Fax: 028 9049 2830  
Email: [info@scoutsni.org](mailto:info@scoutsni.org)

[www.scoutsni.org](http://www.scoutsni.org)

[www.facebook.com/scoutsni](https://www.facebook.com/scoutsni)

## **JOB DESCRIPTION**

- Job Title:** Development Officer
- Salary:** Under Review.
- Pension:** A contributory pension scheme is available.
- Hours of work:** A variable 5-day week with an average of 35 hours per week, as directed by the Executive Commissioner.
- Location:** The Scout Association, Northern Ireland Scout Council (Scouts NI), 109 Old Milltown Road, Belfast, BT8 7SP
- Holiday:** 32 days per annum (pro rata) including statutory holidays (or equivalent days in lieu).

**Child Protection:** This post involves working with young people and vulnerable adults and full AccessNI clearance will be a requirement.

### **1. JOB PURPOSE**

Support, instigate and deliver focussed development plans and opportunities as agreed by the Programme and Development Sub Committee

### **2. MAIN DUTIES AND RESPONSIBILITIES**

Responsible to: Executive Commissioner, Northern Ireland Scout Council (Scouts NI).

Work in close co-operation with:

- Chief Commissioner
- County Commissioners
- District Commissioners
- Group Scout Leaders
- District Explorer Scout Commissioners
- Locally employed Development Officers
- Staff of the Programme & Development Department
- Other staff at Headquarters.
- Representatives of local government, organisations and others concerned with youth work, development, the local and faith communities

### **TASK SUMMARY**

Support and work in partnership with District Commissioners, Group Scout Leaders and other volunteers to achieve organisational growth and development.

Enable and motivate local Scouting to devise, apply and refresh focussed development plans.

Advise and support local Scouting focus upon the retention and recruitment of adult volunteers.

Advise, support and encourage Scouting to engage with communities currently under-represented in Scouting and provide Scouting for them.

Help local Scouting to open new Sections and/or Groups in accordance with identified needs.

Help develop and deliver training, events and activities within NI designed to support Scouting and promote local growth and development.

Help identify, create and design new tools and resources to support growth and development across the Region and more widely.

Liaise with other staff.

Any other duties as may reasonably be required by the Executive Commissioner.

## PERSONNEL SPECIFICATION

Factor		How Will Information Be Obtained:
<b>Physical Requirements</b>	General good health and ability to carry out the duties of the post.	
<b>Attainments</b>	<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>• GCSE Grades A-C (or equivalent) English and Maths.</li> <li>• possess high level of relationship skills to ensure effective relationships with a wide range of people including Regional, County and District Commissioners and other local leaders in Scouting</li> <li>• manage a diverse workload and reach targets that are set within deadlines</li> <li>• advise on project planning and development issues</li> <li>• work independently of direct supervision</li> <li>• work as part of a team</li> <li>• provide own administrative support</li> </ul>	<p>Application Form</p> <p><b>NB Only those applicants who state clearly on their application form that they have the required level of qualifications/experience will be invited to attend interview.</b></p>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• be an effective trainer</li> <li>• Member of The Scout Association or Girl Guiding UK as an adult</li> <li>• experience of working with volunteer groups outside Scouting</li> </ul>	
<b>Knowledge &amp; Interests</b>	<ul style="list-style-type: none"> <li>• an understanding of most, if not all of the following issues: rural communities, urban communities, minority ethnic communities, schools, local authority youth and community service, partnership projects</li> </ul>	Questions at Interview
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>• be committed to the fundamentals and values of Scouting</li> <li>• be enthusiastic and able to enthuse others</li> <li>• be a self starter</li> </ul>	Questions at Interview
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>• able and willing to work a substantial number of evenings and weekends</li> <li>• able and willing to travel extensively, including spending frequent nights away from home</li> <li>• willing and able to be a Member of the Scout Movement</li> <li>• has a full driving licence</li> <li>• able to operate from home based office with regard to acceptance of constraints this places on personal/family life</li> <li>• live in a geographical location to enable effective operation in the relevant Region</li> </ul>	<p>Application Form</p> <p>Questions at Interview</p>

The Scout Association N Ireland Scout Council (Scouts NI) 109 Old Milltown Road BELFAST BT8 7SP Tel: (+44) 028 90492829	Job Ref No	Appl No	Date & Time Rec'd	Short-Listed Yes/No	Letter issued	Interview date	Interview result	Letter Issued



## APPLICATION FOR Development Officer

<b>Post</b>	<b>Development Officer</b>		
<b>Location</b>	<b>Scouts NI</b>		
<b>Closing Date</b>	<b>30<sup>th</sup> September 2019</b>	<b>Closing Time</b>	<b>12 noon</b>
<b>Return Arrangements</b>	This form should be completed and returned to:		
	Ken Gillespie		
	The Scout Association, Northern Ireland Scout Council (Scouts NI)		
	109 Old Milltown Road		
	Belfast	BT8 7SP	

Please complete this form in black ink in your own handwriting.  
Please ensure that you have read the enclosed correspondence. A Curriculum Vitae or additional pages must not be submitted. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Faxed or late applications will not be accepted. Any alterations to this form will invalidate your application.

### SECTION A – PERSONAL DETAILS

(Dr/Mr/Mrs/Ms/Miss) Please delete as appropriate	Forename(s)	Surname	
Address			
		Postcode	
Contact Email Address		Daytime Contact Number(s)	
National Insurance Number			
Are you free to remain in and take up employment in the UK?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Nationality, if not a citizen of the EU?			
What notice are you required to provide your present employer?			

**SECTION A – PERSONAL DETAILS (Continued)**

<b>References</b>	
Please give the names, addresses and occupation of two referees, one of whom should be in a character reference and be able to comment on your suitability to work with children/young people in an outdoor educational setting and/or your professional ability. The other should be acquainted with your most recent or current work in a supervisory/management capacity. Prior consent of referees should be obtained. References must not be submitted with this form. Referees will only be contacted after interview and prior to any offer of employment. <b>Please note</b> - Any family member or person involved in the recruitment process for the post for which you are currently applying cannot act as a referee.	
1. Character Referee	2. Professional Referee (Current/ recent employer)
Name: Address:  Telephone Number: Capacity in which you (the referee) know this person:	Name: Address:  Telephone Number: Capacity in which you (the referee) know this person:
Position Held:	Position Held:
Email Address	Email Address

<b>Disability</b>	
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 their ability to carry out normal day to day activities”.	
Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you consider yourself to have a disability please provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if short-listed).	
Northern Ireland Scout Council (Scouts NI) welcomes applications from people with disabilities.	

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS**

**EDUCATION AND TRAINING**

<b>Post Primary School Education (for example GCSE/GCE etc)</b>				
Subject	Level of Exam	Examining Body	Grade	Year Obtained

<b>MAIN DETAILS OF FUTHER EDUCATION (include professional examinations)</b>				
Establishment	Dates from – to	Subjects Studied	Qualifications /Grades Obtained *	Date Awarded

\*Predicted grade/classification can be entered.

<b>Additional Qualifications e.g. National Governing Body (NGB) Qualifications</b>		
Name of Awarding Body	Dates	Qualification(s) obtained

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Cont.)**

**EMPLOYMENT**

<b>Present/Most Recent Employment</b>			
Present employer		Present post held	
Address		Date appointed	
		Current salary	
	Postcode	Temporary <input type="checkbox"/>	<b>OR</b> Permanent <input type="checkbox"/>
Date employment terminated (if applicable) and reason for leaving.			
Outline duties / responsibilities attached to present/most recent post			

<b>Previous Employment/Experience (Please list most recent first) Please ensure all post education time is accounted for i.e. it should include periods of unemployment, self-employment, voluntary work etc.</b>					
Name and address of Employer/organisation	Position held (Include details of salary, if applicable)	Main duties of the role	Reason for leaving	Dates	
				From dd/mm/yy	To dd/mm/yy

**GAPS IN EMPLOYMENT**

Please provide information below to explain any gaps in your employment history.

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Cont.)**

<b>Details Of Community/Youth/Activity Centre Work Experience</b>			
<b>Appointment</b>	<b>Dates</b>	<b>Group/Organisation</b>	<b>Role/duties</b>

**CHILD PROTECTION**

(Please note this post involves 'regulated activity' as defined under Safeguarding Vulnerable Groups (NI) Order 2007)

Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and young people?    Yes     No     **If Yes, please provide details below.**

**CRIMINAL CONVICTIONS**

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE OR ARE THERE ANY CHARGES OUTSTANDING?**    Yes     No     **If Yes, please provide details below.**

**It should be noted, that disclosure of a conviction does not necessarily debar an applicant from obtaining employment.**

\*\*The position for which you are applying may give you substantial access to children or charitable funds. For that reason you are asked to answer the question above. Please note that offences involving young people which would be regarded as 'spent' for other purposes **must** also be declared. In addition an AccessNI check will be carried out before your appointment as a Development Officer is confirmed. This would disclose any spent convictions.



**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Cont.)**

**HEALTH**

Please provide details of ALL sickness absences during the past three years? Please provide dates and causes.

**Please note, an Occupational Health Assessment may be carried out prior to appointment.**

**TRANSPORT**

Do you hold a current driving licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**ESSENTIAL CRITERIA**

In this section applicants must present clear evidence to demonstrate how they meet each of the essential criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you only use the space provided.

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Cont.)**

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for the user to provide information related to the selection process.

## SECTION C – APPLICANT DECLARATION

### Data protection

As a registered Data Controller, The Scout Association is committed to the Data Principles of the General Data Protection Regulation and the Data Protection Act 2018.

By signing this application, I agree to The Scout Association during and beyond my appointment or involvement with the organisation:

- a) retaining my personal data to facilitate any present or potential future involvement with Scouting, in line with The Scout Association Data Protection and Data Retention Policy available at [scouts.org.uk/dppolicy](http://scouts.org.uk/dppolicy).
- b) retaining sensitive (special category) personal data regarding my religion or faith, disabilities, ethnicity, medical information and/or commission of offences or alleged offences, in line with The Scout Association Data Protection and Data Retention Policy available at [scouts.org.uk/dppolicy](http://scouts.org.uk/dppolicy).
- c) carrying out checks into my suitability, including obtaining references and a criminal record check
- d) I understand that The Scout Association may use and store my sensitive (special category) data to fulfil their obligations to me.

I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

<b>Signature</b>		<b>Date</b>	
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**Please complete and return this form by the closing date advertised, to the Address on the front of this form.**