



Volunteering Development Team Leader – Cambridgeshire Scouts

Volunteer Applicant Information Pack

Introduction

Thank you for your interest in the above role. This document aims to give you more information about the role, its context and an outline of the work you could be involved with.

About Cambridgeshire Scouts

Cambridgeshire Scouts is one of the leading charities in the County that supports young people, with 2,200 volunteers supporting 7,000 young people between the ages of 4 to 25 years. We have over 2,300 on our waiting lists who are keen to join.

Every young person in Scouts is building the skills, character and confidence they need to thrive. Through adventurous experiences, global awareness and meaningful opportunities to lead, they develop a strong sense of identity and purpose. Young people are not just shaped by Scouts; they are shaping it.

Young people and adult volunteers enjoy fun and adventure. Outdoor activities, life skills, and youth leadership are key priorities which also enable the strengthening of mental well-being, boost community impact, and attract new members.

We attract and retain more volunteers by making the experience inclusive and rewarding. They feel equipped and confident to contribute in flexible, fulfilling ways. Volunteering in Scouts strengthens their own personal growth, builds community and supports long-term affinity with the movement.

We provide our young people with safe, judgement free spaces supported by trusted, well-trained volunteers.

We're working to reduce our environmental footprint, bringing people together and to celebrate diversity and stand against intolerance, always.

Scouts is welcoming more young people and adults, especially from communities underrepresented in our movement. We offer a safe, inclusive space where everyone feels they belong. Growth is meaningful and sustained, reaching new communities, retaining members and reflecting the diversity of society.

#Placetobelong

Our values

As Scouts, we are guided by these values:

Integrity

Respect

Care

Belief

Co-operation

Interested?

You will be an enthusiastic self-starter who can get things done. If you are engaging and have passion for creating exciting new opportunities to engage adult volunteers to support young people.

Our ideal candidate will have excellent communication skills and enjoy working with people. You will ideally have experience of recruitment and leading volunteers, be confident at public speaking and skilled at presenting ideas and information to internal and external stakeholders, both digitally and face to face.

You will thrive whilst managing a diverse portfolio and reaching challenging targets. You will be able to carry out your own administration and be conversant with a suite of IT products (i.e. Microsoft Office). Preferably, you will have an understanding of volunteer engagement, with evidence of working with diverse communities.

Please check out the role description on pages 4 and 5 of this pack.

How to Apply:

Please complete the short online [application form link](#).

To learn more about the role and other opportunities to volunteer for Cambridgeshire Scouts please click on the link below:

<https://www.cambridgeshirescouts.org.uk/people/vacancies>

If you would like to have an informal conversation with our County Lead Volunteer to find out more and discuss what you may be able to bring to the role please contact Chris Ward, Lead Volunteer, at chris.ward@cambridgeshirescouts.org.uk

Key Dates:

- **Closing Date for Applications:** 31 August 2026
- **Informal Interview Date:** Weeks commencing 7 and 14 September 2026

We will advise our decision within 14 days of the interview date.

ROLE DESCRIPTION

Appointment requirements	Volunteering Development Team Leader
Purpose:	The County Volunteering Development Team makes sure all volunteers in their County have a fantastic volunteering experience. They make it easy for people to join and learn new skills. The team is effectively our H.R. (Human Resources) team providing adult support during the volunteer's journey with Scouting.
Responsible to:	County Lead Volunteer
Main Responsibilities: As Team Leader of the County's Volunteering Development Team you will: • be part of the County's Leadership Team, • work in partnership with, and deputise for, the County Lead Volunteer as required • Lead and support the County's Volunteering Development Team • Lead, support and focus local Scouting on the recruitment of adult volunteers to the County Team, providing support, aiding retention and recognition, and sharing good practice with Districts and Groups.	
Culture & wellbeing: Championing a positive, inclusive, and safe volunteer culture across the County. Attract and Welcome new volunteers to the County's teams • Use Scouts branded resources, including the digital recruitment tool, to attract new volunteers and show the diversity of scout volunteers and youth members • Reply quickly and positively to possible new volunteers • Welcome and induct new County team members and District Lead Volunteers smoothly and support them in their roles. Make sure volunteers are well-supported • Lead meetings with other members of the County Team and Districts particularly concerning volunteering development to align priorities and share best practice. • Use local knowledge, contribute to the ongoing development of Volunteering Development to ensure that Scouting is accessible to all • Volunteer experience & retention: Ensuring volunteers feel supported, valued, and equipped to succeed.	

Help volunteers with Learning

- Lead the development and delivery of learning events and activities, designed to support Scouting, build volunteer capacity and to support succession planning.
- Oversee learning pathways, encouraging completion of learning, and promoting ongoing development using the resources provided by The Scouts and adapt (where necessary) so activities are accessible for everyone.
- Oversee the coordination of learning required to be delivered by Accredited trainers (e.g. First Aid) including supporting the trainers.
- Connect volunteers across the County and beyond to learn, share best practice and overcome shared challenges.
- Set up learning with external organisations, if relevant and helpful to volunteers.

Recognise volunteers

- Lead volunteer recognition events for the County to recognise and show appreciation volunteers' brilliant work, formally and informally.

Team Leadership

- Use the HQ membership system and related data to identify trends, challenges and address opportunities for improvement.
- Work with and support the County team, District Lead Volunteers and District Volunteering Development Team Leaders
- Administer and maintain an effective office
- Work within the team's defined budget
- Maintain a healthy and safe working team environment at all times
- Produce and share reports and case studies of successful projects.
- Any other duties as may reasonably be required by the County's Leadership team.

Unpaid Voluntary position:	This is a voluntary position with re-imbursed travel costs
Time commitment:	8 -10 per week
Initial term	3 to 5 years
Location:	Home-based and flexible with meetings held at the Cambridgeshire Scouts County Office in St Ives, other locations around the county or online. Support with the provision of home office equipment will be considered.
Joining Requirements	Understand and accept The Scout Association's policies, have a satisfactory DBS clearance, commit to training requirements and be compliant with mandatory learning

Safeguarding rules – Yellow Card

We are a youth organisation that takes safeguarding seriously. The post holder agrees to comply at all times with the safeguarding rules as set out on The Scout Association's yellow card, [which can be found here](#). This is shared with young people, parents and carers, as well as our volunteers and staff, so everyone knows our rules of engagement.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. Right across the UK, we help over 453,000 young people aged 4-25 gain skills for life and find their place in the world. We help them speak up, play their part and shine bright.

PERSON SPECIFICATION

E = Essential **D = Desirable**

SKILLS AND ABILITIES

Ability to develop recruitment campaigns and projects to build volunteer capacity	E
Possess a high level of interpersonal skills to develop effective relationships with a wide range of people.	E
Ability to manage a portfolio consisting of multiple projects and workstreams	E
Ability to achieve targets and meet deadlines, objectives and deadlines	E
Ability to work both alone, and as part of a wider team	E
Able to work with a range of IT software including Microsoft Office and web-based membership databases.	E
Be enthusiastic and able to enthuse and motivate others	E

KNOWLEDGE

An understanding of the challenges of working in different communities and social settings.	D
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EXPERIENCE

Experience of recruitment and motivating either paid staff or volunteers	E
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ATTITUDES

A team player willing to support and assist colleagues and volunteers	E
A highly flexible and resourceful approach with a willingness to adapt your working style in challenging situations	
Understand and follow The Scout Association's Safeguarding and Equal Opportunities policies	E

ADDITIONAL INFORMATION

Able and willing to work evenings and weekends, on a flexible basis	E
Return a suitable enhanced CRB check	E
Hold a full valid and current driving licence	D
Able and willing to travel within Cambridgeshire and occasionally further afield.	E