



# Preparing Young People with Skills for Life

## Staff Vacancy Information Pack: Tawd Vale Seasonal Warden (2 Posts 20 Hours Per Week)

**Closing Date for applications:**

Friday 24<sup>th</sup> March 2023 at 17.00

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# Introduction to Merseyside Scouts

## We're preparing young people with skills for life

We are the UK's biggest mixed youth organisation. We change lives by offering 6- to 25-year-olds fun and challenging activities, unique experiences, everyday adventure, and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

Merseyside is a dynamic and growing Scout County with over 10,000 members, located in the North West of England; which covers the Local Authorities of Liverpool, Sefton, Knowsley, St. Helens and Wirral. We bring communities together and contribute to society. Above all, we aim to build better futures. Each week, across the UK, almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and teamwork skills that are more valuable today than ever before.

## What do our volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community-based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

## Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community-based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

## Our Mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

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## Our Vision

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme, across a well-managed provision throughout Merseyside.

Across Merseyside, we will...

- be growing, more inclusive, shaped by young people and making a bigger impact in our communities
- focus on what matters; and the actions that will increase the impact of Scouting
- maximise our impact; doing less, doing it well, supporting and embedding
- make volunteering as easy as possible; keeping it practical and simple
- work together; sharing and collaborating in keeping with our culture

## Our Strategic Objectives

We want Merseyside Scouts to continue to be a County that is:

- **Growing:** We believe Scouts changes lives so we want to give every young person the opportunity to join.
- **Inclusive:** Everyone, regardless of their background, should be able to participate in Scouts.
- **Youth Shaped:** Every young person should be shaping their experience and developing their leadership potential.
- **Making a Significant Community Impact:** Through community impact projects, Scouts makes a difference not just to the individual but to whole communities.

## Our Pillars of Work

To meet our strategic objectives, we will focus on these three pillars of work:

- **Programme:** Ensuring we offer a fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.
- **People:** Building our team so that we have more, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.
- **Perception:** Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

## Team Merseyside

We are proud that 'Team Merseyside' includes 146 Scout Groups across 11 Districts; that together have over 8,000 young people as members. Our young people are able to develop skills for life, because of over 2,000 amazing regular adult volunteers and at least the same number of occasional helpers. Team Merseyside is more than just a name, it's our culture. Culture is created by living an organisation's values and interacting using behaviours that are appropriate and create an appropriate environment.

As Scouts we are guided by our values:

- **Care:** We support others and take care of the world in which we live.
- **Respect:** We have self-respect and respect for others.
- **Integrity:** We act with integrity; we are honest, trustworthy and loyal.
- **Cooperation:** We make a positive difference; we cooperate with others and make friends.
- **Belief:** We explore our faiths, beliefs and attitudes.

As Scouts in Merseyside, we choose to interact with each other in line with our behaviours:

- **Have Fun:** Our young people have more fun when our adult volunteers are enjoying their volunteering. Don't be ashamed to have great fun doing what we do – it's our hobby.
- **Be Positive:** Choose how to interact with each other and choose to focus on our significant impact and the great successes that we experience. We make a massive difference to over 140 communities across Merseyside and contribute to a worldwide impact - now that's something to be positive about.
- **Connect with People:** We're better when we're connected - take the opportunity to develop strong networks amongst our members, connect face to face and make the most of the incredible knowledge and talents across our

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team of over 2000 adult volunteers and at least the same number of occasional helpers.

- **Recognise Contribution:** We all give our time to provide skills for life to our young people – and it's right that we all take the time to be appreciative of what each member of our team brings.
- **Work as a Team:** Teamwork is key – every week, 8000 young people take part in Scouting across Merseyside – that takes a massive team effort to deliver.
- **Be Transparent:** There's no point not being – transparency is key to building trust and dealing with any difficulties.
- **Fact-Based and Focused:** Let's focus on what matters; the things that make a real difference and the things that change lives and change communities.

# Introduction to Tawd Vale

Tawd Vale is the centre of adventure for Merseyside Scouts. Our members, as well as a significant number of members of Scouting from outside Merseyside and non-Scouts make good use of Tawd Vale.

Consisting of 80 acres of lush woodlands in the heart of the West Lancashire countryside, Tawd Vale has long been a favourite site for generations of campers. It has a range of campsites and buildings across 80 acres of woodland. Volunteer parties for many years have developed the area into one of the foremost sites in Britain.

The River Tawd from which the site derives its name wanders through the centre of the camp and adds to the natural beauty of the surrounding area, a place of fun and adventure. Besides the wooded areas, adequate spaces have been left for campers and games, a large field is ideal for Cub activities.

Tawd can accommodate Dray, Colony, Pack, Troop or District camps, training and international events and day visit. We offer overnight stays and activities to Scouts, Guides, and school groups, plus facilities for team building activities for organisations and businesses.

The site is currently open during weekends from March 1st to October 31st each year including school holidays; however, the site will open 7 days a week, March to October, once our Seasonal Wardens are appointed.

## Why do we need Seasonal Wardens?

Tawd Vale has been managed, developed and operated solely by a highly dedicated team of volunteers, led by a lead volunteer, for the last 10 years. The Trustees of Merseyside Scouts have recognised that this is a significant responsibility to place on volunteers, whose time, given very generously in significant amounts, also restricts the operations of Tawd Vale to weekends.

We are now seeking to appoint seasonal wardens to support the management, development, and operation of Tawd Vale, who will continue to work closely with the volunteer presence involved in its running. Our ambition is to open the site 7 days a week, March to October and to maximise the commercial opportunity that the asset provides.

The role will support our volunteer management with operating the site from March to October on an 8-month fixed term contract. The successful candidate will need to be flexible in approach and accept that the working environment is dependent on the usage of the centre it is expected that the seasonal warden will need to support the volunteer team for arrival on a Friday evening and regular weekend working will be necessary.

# Role Description

## Primary Responsibilities

|                      |  |
|----------------------|--|
| Job title            | <b>Seasonal Warden – Fixed Term 8 Months (20 hours PW)</b>   |
| Main purposes of job | <ol style="list-style-type: none"><li>1. To support the volunteer management team with the day to day running of the centre.</li><li>2. Support the site to be operational over 7 days a week by providing on-site support to users.</li><li>3. Participate in health and safety and general day to day tasks and undertake key assurances to ensure staff, volunteers and visitors safety.</li></ol>  |
| Key tasks            | <ol style="list-style-type: none"><li>1. Ensure the site is prepared for visitors including buildings, sites and communal areas by completing campsite cleaning and maintenance.</li><li>2. Work with all site users and volunteers to support the growth of visitor numbers and ensure all users have a positive experience at Tawd Vale Adventure Centre.</li><li>3. Reception work including checking in customers, maintaining computerised booking systems and shopkeeping.</li><li>4. Support the small but dedicated team of volunteers and the varying demands of the Adventure Centre.</li><li>5. Any other general tasks involved with the day to day running of the campsite.</li></ol> |

## Responsible to:

- The post is directly responsible to the Assistant County Commissioner for Tawd Vale and will have matrix responsibility to the Deputy County Commissioner for Adventure.

## Responsible for:

- The post holder will be responsible for supporting the team of volunteers who in turn will support the management, development and operation of Tawd Vale

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## Working Arrangements

- Contracted hours will be 20 hours per week.
- The primary base location will be:  
Tawd Vale Adventure Centre, Lowry Hill Lane, Lathom. L40 5UL
- The incumbent needs to be flexible in approach and accept that the working environment is dependent on the rate of usage of the centre – for example, it would be expected that, particularly during peak season, the seasonal wardens will need to support the team of volunteers for arrivals of visitors on a Friday evening – and regular weekend work will be necessary.
- Actual working hours will vary according to the site usage, and the season
- Hours of work will be annualised in order to allow additional hours to be worked during busy periods and fewer hours to be worked at quieter periods throughout the season.

## Regular Contacts

- Users of Tawd Vale
- Volunteer team at Tawd Vale
- County Commissioner and Deputy County Commissioner for Adventure
- Chair and Members of Tawd Vale Steering Group
- Officers of the County Executive Committee, specifically the County Treasurer
- Wider members of the Merseyside Scouts team
- Providers and suppliers of services to Merseyside Scouts and Tawd Vale

## Delegation of Authority

- Delegation of authority will be agreed between the post holder and their line manager, on behalf of the Trustees of Merseyside Scouts and in line with Merseyside Scouts policy.

## Appointment Requirements:

- Commitment to the principles of The Scout Association
- Willingness to become a Member of The Scout Association, if not already
- Willingness to undertake mandatory training, as required by The Scout Association and the appointment
- Successful Enhanced DBS vetting checks

## Salary and Benefits:

- £ 12,230.40 per annum; salary will be pro rata to contract length.
- The employee may be considered for an annual bonus under a Merseyside Scouts bonus scheme. The decision as to whether to pay a bonus, and the amount of any bonus, are entirely at Merseyside's Scouts absolute discretion
- 12 days annual leave, plus the equivalent of 8 days Bank/Public Holidays per annum (3 of which will be fixed as Christmas Day, Boxing Day, New Year's Day)
- Enrolment into the Merseyside Scouts Workplace Pension Scheme, unless opt out declared – with an employer contribution of 3%
- Allowable expenses, in line with Merseyside Scouts Expenses Policy

# Person Specification

## Essential Requirements

### Essential

- Excellent customer Service
- Personable, Presentable and Articulate
- Excellent IT skill – inc. Word processing and Excel, Outlook etc.
- Able to prioritise and organise own time and workload and work on own initiative.
- Flexibility and the ability to change and contribute to a developing environment.
- Full UK Driving Licence
- The post holder must be willing to become a member of the Scout Association, which will require an Enhanced DBS check to be completed satisfactorily prior to Merseyside Scouts offering an employment.

## Desirable Requirements

### Desirable

- Basic finance skills (cashing up etc.)
- Experience of administering websites and social media
- A working understanding of The Scout Association and the services it provides to its members.
- Experience of working in camp sites and/or activity centres
- Experience of woodland management
- Experience of event management
- Instructor qualifications in adventurous activities such as climbing, archery e.g., SPA, Level 2 Paddle sports, ERCA etc.
- Experience of implementing, or managing 3<sup>rd</sup> party implementation of electronic administration systems, such as online bookings
- Qualification in Outdoor Education or similar
- Existing first aid qualification



# How to Apply

## Closing Date

The closing date for application is **Friday 24<sup>th</sup> March 2023 at 17.00.**

## Process

- Applications **must** be made using the application form that can be download from here:  
<https://www.merseysidescouts.com/wp-content/uploads/2023/03/StaffVacancyApplicationForm-2018.pdf>

Once completed, it should be emailed to: [governance@merseysidescouts.com](mailto:governance@merseysidescouts.com) **or** posted to:

Confidential – Tawd Vale Centre Manager  
Merseyside Scouts  
3rd Floor Stanley Buildings  
45 Hanover Street  
Liverpool  
L1 3DN

- A shortlist of candidates will then be invited to attend a selection event.
- The successful applicant will commence employment as soon as possible upon accepting a conditional employment offer; which will be conditional upon a) satisfactorily completing the Enhanced DBS checks and b) accepting membership of The Scout Association

## Opportunity to Visit Tawd Vale

We would like to offer the opportunity for prospective candidates to make an escorted informal visit to Tawd Vale, prior to the closing date for applications.

If you would like to register; you **must** contact:

**Chas Hawkins**  
**Assistant County Commissioner for Tawd Vale**  
Email: [chas.hawkins@merseysidescouts.com](mailto:chas.hawkins@merseysidescouts.com)

Full information will then be sent to those registered to join us.

## Further Information

For further information, or an informal discussion about this role, please contact:

**John Cadman**  
**Deputy County Commissioner for Adventure**  
Email: [john.cadman@merseysidescouts.com](mailto:john.cadman@merseysidescouts.com)

Or contact by telephone via the Merseyside Scouts County Office on 0151 707 2671.

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# Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Merseyside Scouts collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information do we collect?

Merseyside Scouts collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Merseyside Scouts may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does Merseyside Scouts process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Merseyside Scouts has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Merseyside Scouts may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Merseyside Scouts may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers or additional referees to obtain references for you and employment background check providers to obtain necessary background checks.

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### **How does Merseyside Scouts protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does Merseyside Scouts keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personal file (electronic and paper based) and retained during your employment. Relevant personal data will also be passed to our payroll administrator, which is a third-party organisation contracted to provide payroll services to Merseyside Scouts.

The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Merseyside Scouts is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Merseyside Scouts Data Protection Officer via email: [governance@merseysidescouts.com](mailto:governance@merseysidescouts.com). If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Merseyside Scouts during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.