



In partnership developing Scouting in Berkshire

Development Plan

The Berkshire Scouts Development Plan for the County provides a framework for the development of Scouting across Berkshire for all volunteer adults in Groups, Units, Districts and County Teams. This Plan focuses on the structures, resources and activities to:

- Promote both growth in Groups, Units and new ways of delivering Scouting in Berkshire;
- Transform the perception and awareness of Scouting in local communities across Berkshire;
- Value volunteer adults in Scouting in Berkshire;
- Enhance the quality of programme experienced by young people in Berkshire.

Development Programme

In 2007 Berkshire County Scout Council made an application to the Development Grants Board of The Scout Association with the support of Berkshire Scout Enterprises Ltd for funding for a £138,000 Development Programme to support the employment of a full-time Local Development Officer for a three year period. This was successful and the Local Development Officer takes up this role on 3 December 2007.

The Development Programme focuses on three objectives:

- to develop further the provision of accessible Scouting to all areas of Berkshire;
- to continue to build a youth and adult membership which is more representative of the diversity across Berkshire and;
- to develop effective outreach programmes in areas of greatest need.

Summary of Responsibilities

- The County Development Forum sets and directs the Berkshire Scouts Development Project;
- The Project Manager supports and manages the Local Development Officer in order to execute the work and priorities set by the County Development Forum;
- Berkshire Scout Enterprises Limited employs the Local Development Officer and maintains contract of employment related matters.

Berkshire Scout Enterprises Limited (BSEL) was formed in 1985 by adult members of The Scout Association in Berkshire in response to growing unemployment amongst young people. It is a company limited by guarantee and a registered charity with the following purpose: 'To educate and train young persons, resident in the Royal County of Berkshire and surrounding areas who, through their social or economic circumstances, are in need of or unable to gain employment or wish to further their education. Also to establish and support schemes and centres where such persons may be trained in employment.'

It's administration office is at Gravelly Court, nr Gravelly, Reading, which is the base for the Local Development Officer and the website is www.bsel.co.uk

Local Development Officer (LDO)

Job Title: Local Development Officer for Berkshire County Scout Council

Responsible to: Project Manager

Job Summary: To work with local Leaders and Commissioners in the development and expansion of Scouting across the complete 6-25 age range within communities throughout Berkshire. The particular focus of this role is to develop further the provision of accessible Scouting to all areas of Berkshire, to continue to build a youth and adult membership which is more representative of the diversity across Berkshire and to develop an effective outreach programme in areas of greatest need.

Main Activities: In conjunction with the County Development Forum, to implement the Berkshire Development Project in accordance with the project proposal.

To liaise, inform and work closely with members of the County and District Teams and with local Group Scout Leaders;

To gain an in depth knowledge of local communities;

To establish, maintain and develop good relationships with the communities in which the project is based, the client groups with which it is working, local community organisations and other interested parties;

To promote and market the benefits of Scouting to local communities through talks, meetings, literature and other media;

To encourage local communities to undertake a commitment to support existing Scout Groups and/or form new Scout Groups;

To identify and recruit new Leaders, Administrators and other adult supporters from local communities;

To support and assist the establishment of new Scout Groups and the development of existing Scout Groups;

To attend meetings of the County Development Forum;

To participate in the National LDO Network and their meetings and other relevant Scout Association activities.

Project Manager

Responsible to: County Development Forum.

Job Summary: To support and provide management of the Local Development Officer.

Main Activities: To provide front-line support to the Local Development Officer;

To organize and carry out regular reviews (three monthly) of the activities and performance of the Local Development Officer;

To provide regular reports on the work and performance of the LDO to the County Development Forum;

To ensure that the LDO has the infrastructure and resources to fulfill their role;

To support the Local Development Officer where required in their engagement with external organizations and local communities;

To advise the Local Development Officer on the diversion of tasks and requests for support that lie outside their remit;

To attend meetings of the County Development Forum;

To liaise with BSEL.

County Development Forum

Membership (as of 4 November 2007):

Chaired by DCC (Development) – Geoffrey Mitchell

Project Manager – Mick Stocks

Local Development Officer

Peter Forbes (County Development Team)

Roger Fleming (County Development Team)

Penny Knight (Bracknell Forest Borough Council)

Charlotte Spear (The Scout Association) Field Development Officer for Berkshire, Dorset and Wiltshire

Responsible for:

- Developing and delivering strategies to grow the membership of Scouting in Berkshire year-on-year (in Groups, in Districts [including ES], in County [including SNet]) and to develop a youth and adult membership which is more fully representative of the diverse population in Berkshire;
- Leading delivery of the "development" elements of the County Plan;
- Directing the work of the LDO;
- Ensuring appropriate management structure is in place to support & manage LDO(s) appointed.

The Forum reports to the County Steering Group (Project) and to the County Executive Committee (Finance and Contractual Matters).

Making an application for Local Development Officer support

All involved with Berkshire Scouting are encouraged to identify Local Development Projects and send in their ideas to the County Development Forum who are responsible for the selection of the projects to be taken forward and the management of those selected. Please discuss your ideas with your local District or other support team. For more information on the Development Programme please see the Berkshire Scouts Web site www.berkshirescouts.org.uk/development.

Please use the short and simple Local Development Project Proforma to detail your Local Development Project idea and forward to development@berkshirescouts.org.uk. The proforma is available for download (MS Word Document) at www.berkshirescouts.org.uk/development/developmentproject.html. The project proposal will be discussed at the next County Development Forum if received seven days before the event. Dates of these meeting are listed in the Diary on the Berkshire Scouts Website.

The proforma asks that you provide the purpose of the Local Development Project and the actions that will be required by the Local team, the LDO (if required) and the County-wide Team to successfully complete the project. You are also asked to estimate the resources required to achieve what you have planned to do. Please do not hesitate to contact the County Development Forum if you would like to discuss your idea or need help in complete the proforma.

The County Development Forum will select projects on the basis of the County Plan and more specifically the Development Project. If you submit a Local Development Project you will be contacted by the County Development Forum within two weeks of the relevant Forum meeting. If the project is selected it will be managed by the County Development Forum through a nominated member of the Forum in partnership with the Local Development Project Coordinator. The Forum will identify and allocate the resources required including the overall Local Development Officer time except where those resources which are being provided locally. If the project includes LDO time this will be assigned on the basis of the work portfolio established by the Project Manager and the LDO.

All selected projects will be listed on the Development pages of the Berkshire Web site. All Local Project Coordinators will be invited to attend the annual County Development Workshop and present the outcomes of their project.