



National Awards Advisory Group Chair

Volunteer Vacancy Pack



Scouts

Welcome



I'm Peter Oliver and I've been a UK Trustee since 2020, and Chair of the Board's Strategy and Delivery Committee since 2021, but I've been involved in Scouts since joining Beavers as a young person. As a volunteer, I've held a range of roles, motivated by supporting young people to get the best start in life.

Thanking and recognising our fellow Scouts volunteers for their incredible service is of great importance, and the National Awards Advisory Group (NAAG) plays a key role in this, on behalf of the Strategy and Delivery Committee and the Board.

The term of appointment of the NAAG's current Chair, Graham Haddock OBE, is coming to an end in May 2024 and we're now searching for Graham's successor.

Thanks for your interest, and we look forward to hearing from you.



Peter Oliver OBE

Chair, Strategy and Delivery Committee and Member of the Board of Trustees

The National Awards Advisory Group

The [National Awards Advisory Group](#) (NAAG) provides support and guidance on awards and recognitions of service, as well as considering the nominations for specific awards and making recommendations on behalf of the Chief Scout.

The purpose of the National Awards Advisory Group is to;

- proactively support The Scouts Award schemes and National Honours and other external award schemes.
- to provide advice, support and guidance to local Scouting for Awards and Recognition of Service
- to consider applications for specific awards and make recommendations on behalf of the Chief Scout for those awards
- to monitor rules and procedures concerning Awards and Recognition of Service and make appropriate recommendations through the Strategy and Delivery Committee, working with the UK Commissioner for People and team

The role of Chair is to lead the team of members as part of the NAAG to motivate, inspire and provide advice and guidance as they carry out their work. Working in partnership with the Awards Manager and team to set agendas for meetings of the group, reviewing requests for fast tracked award nominations, producing the Awards Annual Report and representing the group, as required at the Strategy & Delivery Committee and other events and meetings.

The remit of the National Awards Advisory Group, as per the Terms of Reference for the group is:

The Group is responsible to the Strategy and Delivery Committee to:

1. Consider nominations for the Bar to the Silver Acorn, the Silver Wolf, all Meritorious Conduct/Gallantry/Cornwell Scout Badge/Chief Scout's Personal Award awards and to make recommendations to the Chief Scout.
2. Consider the adequacy of citations for Bar to the Award for Merit and Silver Acorn awards by assessing a sample of citations submitted each quarter
3. Support local Commissioners in the consideration of nominations for the Chief Scout's Commendation for Good Service, Award for Merit, Bar to the Award for Merit and Silver Acorn awards and to make recommendations to the Chief Scout on their behalf.
4. Be proactive in the promotion of the Awards Scheme in Scouting by providing advice, support and guidance material, webinars, conferences and events.
5. Support Local Awards Advisory Groups in their work.

6. Monitor compliance with the rules governing the Awards Scheme and report on same to the Strategy and Delivery Committee.
7. Monitor the Association's rules and procedures concerning Awards and Recognition of Service and to make appropriate recommendations related to the current scheme through the Strategy and Delivery Committee.
8. Attend relevant National Awards related events to support the delivery of the events as required.
9. Be pro-active in promoting external national honours and awards schemes, ensuring that nominations from members are submitted to such schemes. One member from the National Awards Advisory Group should be appointed to lead this area and establish a small working group to assist with this work, including where possible, representatives from the Lord Lieutenantcy.
10. Provide quarterly updates and an annual summary report to the Strategy and Delivery Committee.

The group meet virtually approximately once a month to make formal decisions on awards related work but members are also required to e.g. answer email requests or review papers such as nomination forms outside of these meetings, which you can fit in when you have time.

We want our National Awards Advisory Group to reflect the rich diversity of the communities we serve, and of our membership.

We're looking for someone who can use their experiences to help move the current work of the National Awards Advisory Group forward, help shape the future of the group and its impact at a local level. You should be comfortable in decision making as well as bringing constructive challenge, leading a team and building relationships with a wide range of stakeholders. So if you're interested, please [apply](#) or get in touch (details on page 6).

Current National Awards Advisory Group members

Below are a few details as to why current members of the group enjoy their role.

Graham Haddock OBE

"I find the work that NAAG does to be inspirational and very rewarding. Some of the citations that the NAAG must consider speak volumes about the character and qualities of our members. Many are very humbling. Recognising quality service to the Scouts is critically important and he feels very honoured to be part of this process."

Alan Seeley

"Being a member of the NAAG is not only a privilege but extremely enjoyable. Working alongside a fantastic staff support team and some amazing volunteers in order to ensure that all of our adults and young people receive the recognition they deserve is very rewarding and satisfying. In addition, I get to support and take part in some unique national events such as Windsor when we celebrate achievement for Queen Scout's and others in receipt of significant awards. Being part of this team really feels like I am making a difference to how our volunteers feel about themselves."

Megan Thompson (Under 25 Rep)

"Being a member of the NAAG has given me the opportunity to meet some amazing people in scouting from all over the country as well as attend some brilliant events."

Graeme Popay

"I find that the time I give to the role fits in well with my busy lifestyle, I often read citations during my lunch time or in the evening when I get 10 mins. Every citation is different and I never get tired of reading about the amazing achievements, acts of heroism and bravery that make me so proud to be part of the Scouts. Being a member of the NAAG has to be one of the most rewarding things I have ever done in the Scouts."



Overview of the role

Role description

Key tasks:

- Leading, managing and supporting the National Awards Advisory Group members.
- Chairing National Awards Advisory Group meetings.
- Reviewing and making decisions on award nominations.
- Contributing to local support and enquiries regarding Awards and Recognition of Service (e.g. advice, support, guidance material, webinars, conferences and events).
- Ensuring rules and procedures regarding Awards and Recognition of Service are current and relevant, with any changes being recommended to the Strategy and Delivery Committee.
- Contributing to the promotion of external awards and National Honours.
- Contributing and representing the annual report provided to Strategy and Delivery Committee.

Time commitment:

- The National Awards Advisory Group meets formally at least four times each year to discuss general topics relating to its area of work.
 - Two meetings are normally held virtually (for one or two hours on a weekday evening in March and December)
 - One meeting will be held during the Gilwell Reunion weekend (in September)
 - One meeting will be held the day before the annual Day of Celebration and Achievement at Windsor (in April)
 - In-person meetings usually run from 9am to 2pm or 10am to 4pm (with refreshment and lunch breaks).
- Time is required to assess award nominations in preparation for monthly virtual calls.
- The National Awards Advisory Group meets virtually on a monthly basis (for one or two hours on a weekday evening) to discuss award nominations.
- Occasional requests to fast track an award require that the NAAG considers such nominations in under 72 hours.
- Attending/supporting events (such as Windsor, Gilwell Reunion, HQ Awards presentation day)
- Work is starting which will review how we reward and recognised volunteers. NAAG members will be expected to contribute to this work in different ways.

Terms of appointment:

- The initial length of appointment is up to three years.
- There is a possibility of a further extension for up to three years.
- All members of the National Awards Advisory Group are required to be a member of The Scouts.

Appointed by:

The Chair of the Strategy & Delivery Committee supported by a selection panel.

Responsible to:

The Chair of the Strategy & Delivery Committee

External contacts:

- National Honour contacts
- Individuals who hold similar roles in other organisation.

Internal contacts:

- Members of the National Awards Advisory Group
- Members of the National Honours Sub Group
- Local Awards Advisory Groups
- Members at Nation, Region, County, Area, and District in relation to awards
- Scout Awards Team staff
- Head of Volunteering Services
- Chief Volunteering Officer
- Chairs of other Strategy & Delivery Committee sub groups

Expenses:

This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with the Scouts expenses policy will be paid.



What we need from you (Person specification)

Skills and abilities: Applicants for the National Awards Advisory Group Chair role should be able to:

- Ability to lead, inspire and motivate individuals.
- Communicate effectively, orally and in writing.
- Speak and present publicly in a clear, articulate and motivating way.
- Provide support, advice and guidance effectively to others.
- Maintain independent and objective judgement.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Work as part of a team and manage a varied workload.
- Use technology, especially mobile phone, email and online meeting platforms, to carry out a range of tasks (confident in Microsoft Teams, SharePoint, Word, Excel and other online tools).
- Quickly assimilate a broad overall knowledge of Scouting's policies and structures.
- Be willing to undertake any agreed training.

Knowledge and experience:

- Experience of leadership and/or chairing of a committee or group.
- Previous experience of recognition of the service of individuals in a voluntary environment.
- Understanding of current data protection legislation and how it affects the Scouts.

Personal qualities:

- Approachable.
- Commitment to the Scouts values.
- Sufficient time available for the role, including weekend engagements.

Selection process

To apply to be our next National Awards Advisory Group Chair you will first need to complete the online [application form](#). Short listed candidates will then be invited for a virtual interview.

The application form

We recommend that you create your answers to the questions on the application form in e.g. a word document prior to pasting them into the form and submitting your application.

We are welcoming applications in either written or video formats. Either method does require the same questions to be answered which will be reviewed as part of the shortlisting for interview process.

To assist the search group in considering who may be best suited for the role, when answering the questions the application form:

- Please provide as much relevant information as possible.
- Refer to the role description and address each of the items listed in the person specification.
- Feel free to include details of experiences outside of the Scouts that are relevant to the role such as in professional or other volunteer capacities.



The selection panel

The process of supporting the Chair of the Strategy & Delivery Committee in making an appointment to the National Awards Advisory Group Chair role is undertaken by a selection panel.

The selection panel will consist of 6 members including the Chair of the Strategy & Delivery Committee. Those on the panel have current roles in Scouts and will include; Awards Manager, Head of Volunteering Services, Assistant UK Commissioner for People (Volunteer Journey), Chair of NI Scouts Awards Advisory Committee and a member from our 18 – 25 years rep pool.

The selection panel is keen to receive applications from a wide range of people but particularly individuals from communities that are currently under represented on the National Awards Advisory Group.

The selection panel will create a short list of candidates based on the answers provided on the application form.

Short listed candidates will be invited to attend a virtual interview (which will be on Teams or Zoom) with the panel.

The virtual interview will involve answering a set of questions to find out more about you, your experience and what you're looking to achieve in the role as well as your suitability.

Key dates

The closing date for applications is **10.00 on Wednesday 20 December 2023**.

The selection panel will then review the applications and shortlist candidates for interview in January.

Applicants will be informed of the outcome of the shortlisting process and interviews for shortlisted candidates will take place virtually at a mutually convenient time and date at the end of January.

Successful candidates will start the induction to their role in February/March 2024, and for the first three months, will be supported by the current National Awards Advisory Group Chair until the end of their term on 1 May 2024.

Further information

If you would like to discuss the role in more detail please contact:

- Peter Oliver (Strategy & Delivery Committee Chair): peter.oliver@scouts.org.uk
- Emma Newstead (Head of Volunteering Services): emma.newstead@scouts.org.uk

