



Role Description: County Safety Co-ordinator

Date: 1 April 2017

**Outline:** To work in partnership with Deputy County Commissioner (Adult Development and Support) to promote The Association's Safety Policy within the County. To advise County Commissioner, Deputy County Commissioner (Adult Development and Support) and Executive Committee on the implementation of the Association's Safety Policy within the County and to assist District Commissioners in operating policy

**Responsible for:** No direct reports.

**Responsible to:** Deputy County Commissioner (Adult Development and Support)

**Main Contacts:** Deputy County Commissioner (Adult Development and Support), County Commissioner, County Executive, County Team, District Commissioners, Safety representatives in Districts, Chairs Campsite Management Committees, HQ Safety in Scouting Co-ordinator

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory disclosure check and to complete training modules and depending on experience training under Leadership and Management Modules as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme.

### **Main tasks**

- Work with District Commissioners and their Safety representatives to promote awareness of the Association's Safety Policy and 'good practice' procedures for all adult volunteers involved in providing Scouting activities'
- Provide practical support and assistance to Districts in managing safety issues within Groups and the District including at Scout campsites.
- Work with Adult Development and Support trainers to ensure that the Safety Policy and its implementation are effectively covered through training and workshop programmes.
- Ensure that Appointment Advisory Committees are fully briefed on the need to ensure that new adults coming into Scouting are fully aware of the Association's Safety Policy and their associated responsibilities.

## **Personal specification**

Any person appointed to this role should be a team player, who gets satisfaction from seeing a job well done and should have a can do attitude.

## **Skills and Experience**

### **Essential**

- Ability to motivate others and work in a team
- Able to use basic IT packages (Microsoft Office etc.)
- Able to work to deadlines
- Able to be self-sufficient and make decisions

### **Desirable**

- Experience of project management techniques
- Previous experience of Safety either from within Scouting or working environment
- Experience creating reports and feedback techniques