

**Role Description:** Deputy County Commissioner (Programme)

**Date:** 1 October 2018

**Outline:** To support the County Commissioner in encouraging and supporting the development of good quality balances programmes across the County. This will include:

* Understand, embrace and lead achievement of the County plan to achieve our programme goals
* Work closely with District Commissioners and Assistant District Commissioners (Programme) to encourage, support and develop amazing section leaders who can deliver greatprogramme.
* Recruit, lead and manage a team of Assistant County Commissioners (Programme) to act as subject matter experts on Programme and to lead development of resources and activities that are helpful for District and Group teams.
* Promote the understanding and achievement of Top Awards to support our 2023 ambition for 1,700 Top Awards achieved each year.
* Collaborate with the Events workstream to deliver activities that compliment the week-in-week-out balanced programme.
* Promoting HQ initiatives and innovations that support good programme.

**Responsible for:** Assistant County Commissioners (Programmes)

**Responsible to:** County Commissioner

**Main Contacts:**

HQ Programme Team, Programme leads within the East of England, County Commissioner, District Commissioners in the County, County Team, ADCs Programme, Regional Services Team, External stakeholders who support Scouting’s Programme

**Appointment Requirements:** To understand and accept The Scout Association’s policies, have a satisfactory disclosure check, completion of Wood Badge, which includes the Manager and Supporter Modules as detailed in the Adult’s Personal File and The Scout Association’s Adult Training Scheme.

**Main tasks**

Work in partnership with the County Commissioner, National Volunteers for Programme, District Commissioners to:

* Develop, maintain and deliver the Programme elements of the both the national and county strategic plans.
* Raise the profile of Programme excellence across the County and energising programme volunteers and others to try new things and deliver great balanced programmes.
* Support District Commissioners to appoint and induct new local programme volunteers,
* Provide active leadership, networking and support for Assistant County Commissioners and Assistant District Commissioners (Programme)
* Encourage, support and champion activities that help grassroots volunteers to develop and provide good programmes. This includes County events (Beaver Days etc) organised by the Events Workstream and Programme Support activities (Skills days etc) directly organised by the Programme Workstream.
* Co-ordinate County Programme Initiatives like themed challenges, resources and international camps.
* Raise and support the awareness of the importance of quality programme delivery to support growth in all Districts within the County.

**Personal specification**

* Be an inspirational leader for other adults and be able to engage people about programme.
* Have a good understanding of strategies and tools to support good programmes.
* Understand the importance of the quality of programme delivery and its impact on growth
* Be able to build a positive and active relationship with District Commissioners, local programme providers and external partners.
* Be enthusiastic and proactive and able to enthuse others.
* Able to travel across the County, or use communication technology and have the time necessary to undertake the role effectively.

**Abilities, Skills and Experience**

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| **Essential**  | **Desirable** |
| * Have delivered our programme.
* Friendly, approachable and a ‘do-er’
* Passionate about bringing Scouting to more young people in a creative and proactive manner to engage, excite and enthuse young people and adult volunteers to deliver their plans.
* Organised and able to work on your own.
* Capable of interpreting the POR in a clear, concise and unambiguous manner.
* Capable of working under pressure.
* Able to communicate by telephone and email
* As a manager in scouting, you will be able to work flexibly to accommodate the dynamic and sometimes very demanding nature of a County Role
* Access to a PC and basic IT skills with regular access to email.
 | * Previous project or development experience.
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