

Role Introduction: Deputy County Commissioner (People)

Date: 1 August 2019

Outline: This is a voluntary role part of the County Senior Management Team that supports the County Commissioner in the delivery of the strategic plans for Norfolk Scouts

The focus of the Deputy County Commissioner (People) is to lead our activities that provide learning support actions and development opportunities for our 2,500 adult volunteers across Norfolk.

The Deputy County Commissioner (People) will be accountable for the for the following areas:

Providing a culture of initial and continuous learning and development through activities led by the County Training Team including:

- Induction
- Our formal training scheme
- Our management and trustee training scheme
- Mandatory ongoing learning
- Informal and ad-hoc additional learning

Ensuring and enhancing safe Scouting experiences through activities led by the Safety Coordinator and Safeguarding Awareness Coordinators including:

- Production of local material
- Consultancy and advice to individuals, Group, Districts and the County Team
- Mandatory ongoing learning and ad-hoc sessions based on local needs

Driving our ambition to be inclusive and accessible to all through reasonable adjustment activities led by the Assistant County Commissioner (Inclusion) and potential inclusion support network including:

- Production of local material and maintaining local contacts
- Consultancy and advice to individuals, Group, Districts and the County Team
- Mandatory ongoing learning and ad-hoc sessions based on local needs

In addition the Deputy County Commissioner (People) will from time to time lead on project and transformation programmes as well as other general duties delegated by the County Commissioner

This introduction is designed to help you understand what the role is in detail.

Page 2	Snapshot of the Role, People Organisation Model
Page 3	Main tasks
Page 5	Personal specification
Page 6	Main contacts, Time and resources commitment, Appointment requirements

Snapshot of the role

What you will be doing:



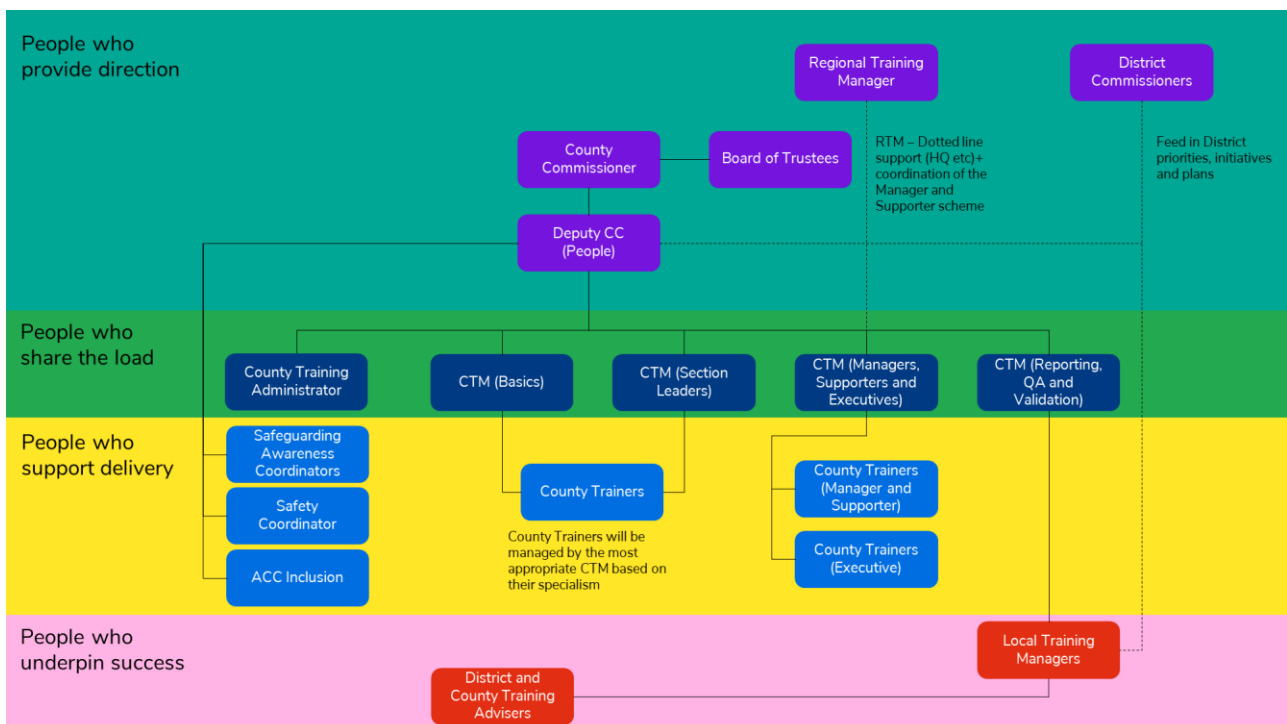
How you will know you are successful when:

- New volunteers receive friendly, useful and supportive induction training at Norfolk Scouts. (Measured by feedback.)
- There is a comprehensive and well attended programme of formal training.
- New learning opportunities are being regularly introduced.
- There is a regular programme of safety, safeguarding and reasonable adjustment ongoing learning.
- A useful, practical and proactive consultation and advice culture exists (Evidenced through visits and articles on website etc)
- You will be busy but enjoying the role.

Responsible to: County Commissioner

Responsible for: County Training Managers, Safety Coordinator, Safeguarding Awareness Coordinators and Assistant County Commissioner (Inclusion)

The County People Model



Main tasks

- Deliver your part of the Norfolk Scouts' vision to support delivery of a quality programme which is underpinned by three action areas:
 - Transform Adult Recruitment
 - High quality Adult Training provision
 - New Adult Volunteers have a fabulous welcome to Norfolk Scouts
- Recruit, develop and manage a key team of managers and delivery volunteers to ensure that strategy and task level work is completed.
- Attend County Senior Management Team Meetings and take an active role in the management of the County.
- Work with the County Commissioner, your team and District Commissioners, to determine, review, and maintain the appropriate vision and structure for management and support of learning opportunities within the County
- Oversee the delivery of the Scouts formal module training scheme through the County Training Managers that supports the County Commissioner's ambition that every module is delivered twice a year, at multiple accessible venues
- Work with the Regional Training Manager and National Safer Scouting team to share ideas and support the development knowledge in these areas
- Regularly review and evaluate our offering, research new ideas and support the team to innovate and be cutting edge.
- Develop and programme of practical skill and complementary training packages that enhance the formal training provision.
- Deal with concerns or disputes relating to the areas of work with the People Workstream
- Any other specific tasks agreed with the County Commissioner

Personal specification

As a Deputy County Commission (People) you will be a driven, dedicated and strategic thinking person. You may be new to Scouting as your expertise should focus on people development which is a transferable skill.

As Scouts we are guided by our values: Integrity, Respect, Care, Belief and Cooperation. You need to accept and demonstrate these values in the delivery of your role.

You will be able to challenge poor performance or feedback on behaviours that do not portray our values or develop Scouting in a constructive way and will be able to 'get stuck in' and lead with role model behaviours.

Knowledge and experience

Ability to manage adults effectively	Essential
Understanding of the learning process and people support model specifically as it applies in a voluntary context	Essential
Understanding of the challenges of working in the voluntary sector	Desirable
Experience of working with young people and/or community work with adult groups	Desirable
Experience of working in a voluntary youth organisation as an adult	Desirable

Skills

Ability to use Microsoft Office particularly Excel and PowerPoint and learn how to maintain our in house database 'Compass'	Essential
Excellent written and oral communication skills	Essential
Provide advice and guidance effectively to others	Essential
Provide inspirational leadership and strategic direction	Essential
Build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team	Essential
Ability to negotiate compromises	Essential
Plan, manage and monitor own tasks and time	Essential
Work with discretion and maintain confidence	Essential
Able to investigate issues, find improvements and introduce solutions	Essential

Personal qualities

An understanding of the needs of adult volunteers	Essential
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic and enthusiastic about the job	Essential
Acceptance of the fundamentals of the Scout Movement	Essential
Commitment to the principles of The Scout Association's Adult Training Scheme	Essential

Main contacts

County Commissioner, County Training Manager Team, Safety Adviser, Safeguarding Awareness Co-ordinator, County Core Team, District Commissioners, Local Training Managers, County Training Administrator, Regional Training Manager, the Adult Support office at Gilwell Park, Specialist Adviser (Adult Training), other County Training Managers in the Region,

Time and resources commitment

A Deputy County Commissioner (People) is a substantial role supporting volunteers across Norfolk while there will be need to travel many parts of the role can be completed remotely.

It is hard to determine an average weekly time commitment as some periods will be busier than others. You will be able to manage your own diary and volunteer flexibly.

You will have the services of the County Office to support you and reasonable permitted expenses will be met in line with our Expense policy.

Appointment requirements

You must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

During the five months of Provisional Appointment the relevant Getting Started modules must be completed.

A Wood Badge must be completed within three years of Full Appointment, and ongoing safeguarding and safety training

Return of your investment

According to research, the majority of volunteers asked reported having improved life satisfaction (70%) and self-esteem (66%) since beginning volunteer work, as well as having reduced feelings of loneliness (42%) and stress (33%).

Nearly two thirds (65%) also said that since beginning volunteer work they have developed useful employability skills; with 59% saying they feel more confident and 54% feeling more motivated in their jobs.

We advocate sharing examples of your volunteering success with employers and places of education, we also welcome your innovations to try new ideas of initiatives with us.

The Scout's Training Scheme is recognised by the Institute of Leadership and Management and can be used to provide eligibility to join at Associate or full member level. As a member you are entitled to use the post-nominal letters AMInstLM or MInstLM.