

**Role Description: District Commissioner (Southern Norwich)**

**Date:** 1 July 2018

**Outline:** To manage and support the Scout District to ensure it runs effectively and that Scouting within the District develops in accordance with the rules and policies of The Scout Association so that that the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

**Responsible to:** County Commissioner

**Responsible for:** Deputy District Commissioners, Group Scout Leaders, District Explorer Scout Commissioner, District Scout Network Leaders, Assistant District Commissioners, District Scout Active Support Managers, District Scouters, District Advisers, Nights Away Advisers, District Media Development Manager.

**Main Contacts:** Deputy District Commissioners, Group Scout Leaders, District Explorer Scout Commissioner, District Scout Network Leaders, Assistant District Commissioners, District Scout Active Support Managers, District Scouters, District Advisers, Nights Away Advisers, District Media Development Manager.

**Other commitments:** You will be a custodians on the Ellam Legacy fund and invited to attend meetings of the Norwich Area Scout Trust.

**Appointment requirements:** Must complete the relevant training (a wood badge) within three years of taking up the role. Must be eligible for charity trustee status (as a member of the District Executive Committee/Board of Trustees).

It is expected that whilst volunteering for this role you will undertake regulated activity.

**Main tasks**

- Ensure that the District thrives and has the best systems in place to support the Groups, to support all adult volunteers in the District and to develop Scouting in the District.
- Provide line management and support to the adults in the District that directly report to you including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Produce a vision for the District and implement a development plan to meet that vision.
- Ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District.
- Ensure that the District has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.
- Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.
- Work with the County Commissioner and other District Commissioners to ensure that the Scouting in Norfolk thrives.

Some of the tasks for which the District Commissioner is responsible may be delegated to others in the District, including a Deputy District Commissioner, if appointed.

## 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.

<b>Knowledge and experience</b>	<b>Essential/Desirable</b>
Ability to manage adults effectively	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 the Scout or Guide Movement as an adult	Desirable
<b>Skills</b>	<b>Essential/Desirable</b>
Excellent written and oral communication skills	Essential
Provide advice and guidance effectively to others	Essential
Provide inspirational leadership for the District	Essential
Provide strategic direction for the District	Essential
Motivate adults volunteering in the District	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
Construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work	Essential
Use online databases and digital tools	Essential
<b>Personal qualities</b>	<b>Essential/Desirable</b>
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

## Detailed description of the role

The role of District Commissioner is based around six key areas of leadership and management.

1. Providing direction – as an effective District Commissioner you will be required to:
  - Lead by example to promote a co-operative culture of working in the District.
  - Create a vision for the future development of the District that takes into account the strategic objectives of The Scout Association and the plans for your Norfolk.
  - Develop a plan to realise the vision for the District, implement and regularly review it.
  - Provide leadership, inspiration and motivation for all adults volunteering in the District.
  - Ensure that everyone in the District follows the policies and rules of The Scout Association.
  - Carry out regular one-to-one meetings and support adults who report directly to you.
  
2. Working with people – as an effective District Commissioner you will be required to:
  - Develop good working relationships based on trust and Scout values with the adults in the District and with others in Scouting.
  - Manage succession planning and identify the roles that you need to make the District work effectively and recruit suitable people into those roles.
  - Allocate tasks to people within the District and monitor the progress of those tasks.
  - Support adults in the District to develop by completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
  - Build a team spirit in the District and support the development of the team as a whole.
  - Address conflict as it occurs within the District and reduce the likelihood of it happening through good communication and other methods.
  - Run effective team meetings in the District and participate fully in the District Executive and County meetings.
  - Ensure that adults in the District perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the County Commissioner.
  - Appropriately acknowledge good work carried out in the District (through local events and the national Scout adult award scheme).
  - Carry out effective reviews and re-assign or retire people if necessary.
  - Build and maintain collaborative relationships with other relevant organisations in the District's local area.

3. Achieving results – as an effective District Commissioner you will be required to:
  - Satisfactorily complete projects in the District for which you are responsible.
  - Ensure that all the initiatives in the District are managed appropriately.
  - With the District Executive Committee and the District Team ensure that Scouting is promoted locally.
  - Build up an understanding of the young people in your local area and ensure that Scouting is promoted effectively to them.
  - Monitor and review the progress that Group Scout Leaders are making against their targets and development plans.
  - Have a robust District development plan in place and regularly review progress.
  - Satisfactorily resolve problems and issues raised by adult and youth members of the District and by parents or carers of youth members in the District.
  
4. Enabling change – as an effective District Commissioner you will be required to:
  - Support and encourage adults in the District to think of new and creative ways to improve the District.
  - Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
  - Communicate your vision for the future of the District and lead people through changes that this vision requires.
  - Develop effective plans to implement change and then carry them out, working together with relevant members of the District.
  - Recognise the contribution of others towards change and improvement.
  
5. Using resources – as an effective District Commissioner you will be required to:
  - As part of the District Executive Committee, ensure that appropriate financial measures are in place.
  - As part of the District Executive Committee, ensure that there is an adequate income for the District including the identification of other income sources such as grants.
  - Work with the District Executive Committee and Group Scout Leaders to ensure that Scouting in the District is safe.
  - Work with the District Executive Committee and the District Team to ensure that the District has sufficient physical resources to support its work with youth members.
  - Work with the District Executive Committee and the District Team to minimise the negative impact and maximise the positive impact that the District has on the environment.
  - Work with the District Executive Committee to ensure processes are in place to manage the Water Activities Centre in a way that is not disruptive to the general activities of Scouting.
  - Make decisions about matters within the District based on the best available information.
  - Ensure that all adults in the District have the right information provided in a timely manner and in the most effective way.

6. Managing your time and personal skills – as an effective District Commissioner you will be required to:

- Agree realistic goals and targets with the County Commissioner for the development of the District that work towards The Scout Association's strategic objectives.
- Consider the future requirements of your role then identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.
- Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the County Commissioner.
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Attend National, Regional and County meetings, workshops and events.