

Role Description: ASSISTANT COUNTY COMMISSIONER (Scouts)

Date: 1 April 2017

**Outline:** To work in partnership with Deputy County Commissioner (Programme) with particular interest in the Scout section to ensure that adults are given the support, tools and skills to provide a quality balanced programme in troops across Norfolk which will enable the continued growth of the membership of the Scout section.

**Responsible for:** No direct reports.

**Responsible to:** Deputy County Commissioner (Programme)

**Main Contacts:** County Team, District Commissioners, ADC (Scouts), Leaders in Groups, UKHQ Staff, Staff of the Regional Development Service, Schools and other local Youth Organisations.

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

**Main tasks**

* Develop and maintain good working relationships with DCs, ADCs (Scouts) and other Commissioners in the County to provide support in matters relating to the Scout section and its Leaders
* Assist the ADCs (Scouts) in promoting a balanced programme to all Section Leaders and Young Leaders.
* Provide practical help either directly or indirectly that leads to the growth of the Scout section.
* Help develop youth led Scouting in Norfolk.
* To identify, create and distribute guidance and resources for all aspects of the Scout programme.
* Contribute as a member of the County Team to the development of the County
* Provide support for the DCC (Programme) and deputise in their absence if required
* Provide advice, guidance and support for DCC (Operations) initiatives as required
* Devise and maintain a rolling 12-month plan that includes targets and outcomes which will be fundamentally linked to the delivery and success of the County Plan.
* Maintain up to date information on programme initiatives and circulate them widely.
* To attend meetings and conferences at County and National level as required.

**Personal specification**

As the Assistant County Commissioner for Scouts you will be an approachable subject matter expert primarily about Scouting but have general knowledge about all areas of the 6 – 25 programme. You will be able to challenge poor performance or feedback on behaviours that do not develop Scouting in a constructive way and will be able to ‘get stuck in’ and demonstrate role model leadership. As a Supporter in scouting you will be expected to take accountability and responsibility for initiatives passed down by the DCC(Programme).

**Abilities, Skills and Experience**

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| **Essential** | **Desirable** |
| * Passionate about providing Scouting to more young people * Want to see quality programmes delivered week-in-week-out. * Able to support leaders to embrace all aspects of the Scout programme * Have a proactive and creative approach * Able to engage, excite and enthuse young people and adult volunteers to deliver their Scout plans * Able to communicate by telephone and email | * Previous experience in the Scout section. * Able to commit around 4 hours a week on average * Access to a PC and basic IT skills. * Able to relate with young people and adult volunteers |