

# **VOLUNTEER VACANCY PACK COUNTY COMMISSIONER**



# ABOUT SCOUTING



## WHO WE ARE

Every year we help 400,000 young people in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just young people who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more go to [www.scouts.org.uk](http://www.scouts.org.uk)



## VOLUNTEERING

Volunteering for us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people?



How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose, we'll make sure you're properly trained and supported.

## WHO ARE YOU?

We're looking for someone with management skills who can provide leadership, motivation and inspiration to volunteers. As County Commissioner you will support and guide adults through their Scouting journey and ensure that young people locally can access the best possible Scouting.



## SCOUTING IN YOUR AREA

The Line Management structure in your area will be as follows:



These people have responsibility for a number of things – developing Scouting, ensuring safety, and that the policies of The Scout Association are upheld. They also manage and support adult volunteers in Scouting. For any adult in Scouting, their 'Line Manager' will always be a regular point of call for support.

Thank you for your interest in volunteering with the Scout Association. Contained in this pack is a description and person specification for the role of County Commissioner. If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form at the rear of the document and send it to the person named. If you would like more information or an informal chat about the role please contact:

Name:  Phone:

Email:

## THE SCOUT INFORMATION CENTRE

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 T (direct): 020 8433 7100  
 F: 020 8433 7103  
 E: [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)  
[www.scouts.org.uk](http://www.scouts.org.uk)

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# ROLE DESCRIPTION

## County Commissioner

Click to download:

The Key Policies

The Yellow Card



### This vacancy is for

Name of Scout County

Located

### This County has

Number of youth members

Number of adults

The Regional Commissioner is

### Purpose of the role

You will be required to:

- lead the Scout County
- ensure that the County provides good quality Scouting for young people
- develop Scouting in the County
- promote and maintain the policies of the Association within the County
- proactively manage adults in the County.

### Responsible to

Regional Commissioner

### Responsible for

District Commissioners, Deputy County Commissioners, Assistant County Commissioners, County Network Scout Commissioner, County Training Manager, County Scouters, County Advisers, County Media Development Manager.

### Main Contacts

Deputy County Commissioners, Assistant County Commissioners, County Chairman, County Network Scout Commissioner, members of the County Executive Committee and its sub-committees, District Commissioners, County Training Manager, Local Training Managers, members of the Regional Development Service, other County Commissioners in the Region, members of the local community, schools and other youth organisations.

### Appointment requirements

The completion of a Wood Badge relevant to the County Commissioner appointment. Eligible for charity trustee status.

### Main responsibilities

Note that some of the tasks for which the County Commissioner is responsible may be delegated to others in the County including Deputy County Commissioners (if appointed), Assistant County Commissioners, County Training Manager and County Scout Network Commissioner. The following are the main tasks for which the County Commissioner is responsible:

- Producing a vision for the County and implementing a development plan to meet that vision.
- Ensuring that the Scout County thrives and has in place the best systems possible to support the Scout Districts and all adults working in the County and to develop the County.
- Ensuring that Scouting in the County is attractive to young people and adults from all backgrounds in the County.
- Ensuring that the County has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.
- Ensuring that problems within the County are resolved so that excellent Scouting is provided to young people in the County.
- Working with the Regional Commissioner and other County Commissioners in the Region to share ideas and implement initiatives to support Scouting in the County.

## Core tasks

The role of County Commissioner has a number of functions relating to six key areas of management and leadership as follows.



### Providing direction

As an effective County Commissioner you will be required to:

- lead by example to promote a co-operative culture of working in the County
- create a vision for the future development of the County
- taking into account the local environment and the strategic plan of The Scout Association and your Region, develop a plan for the County and work with others to implement and review it
- provide leadership, inspiration and motivation for all Leaders and Commissioners working in the County
- ensure that everyone in the County follows the policies and rules of The Scout Association
- carry out regular one-on-one meetings with members of your team.

### Working with people

As an effective County Commissioner you will be required to:

- develop good working relationships, based on trust and Scout Values, with the adults within the County and with others
- identify the roles that you need to make the County work effectively and recruit suitable people into those roles

- allocate tasks to people within the County team and monitor their progress
- support adults in the County team 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 County and support the development of the team as a whole
- address conflict as it occurs within the County and reduce the likelihood of conflict through good communication and other methods
- run effective team meetings in the County and participate fully in the County Executive and Region meetings
- ensure that adults in the County keep to the standards of performance required and that the correct procedures are followed in consultation with the Regional Commissioner if serious problems occur
- carry out effective reviews and re-assign or retire people if necessary
- build and maintain collaborative relationships with other, relevant organisations in your County's local area.

### Achieving results

As an effective County Commissioner you will be required to:

- satisfactorily complete projects in the County for which you are responsible
- ensure that all the initiatives in the County are managed carefully
- ensure that there are suitable processes in place within the County to ensure that Scouting is effectively delivered to young people
- with the County Executive Committee and the County 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 including a focus on their needs and expectations
- monitor and review the progress that DCs are making against their targets and plans
- continually improve the performance of all elements of Scouting within the County
- have a robust County Development plan in place and regularly review progress.

### Enabling change

As an effective County Commissioner you will be required to:

- support and encourage adults in the County to think of new and creative ways to improve Groups, Districts and the County
- communicate your vision for the future of the County 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 County
- recognise the contribution of others towards change and improvement.

### Using resources

As an effective County Commissioner you will be required to:

- ensure that appropriate financial measures are in place (as part of the County Executive Committee)
- ensure that there is an adequate income for the County including the identification of other income sources such as grants (as part of the County Executive Committee)
- ensure that the health and safety of everyone involved in Scouting within the County is properly managed at all levels
- work with the County Executive Committee and the County Team to ensure that the County has sufficient physical resources to support the programme
- work with the County Executive Committee and the County Team to minimise the negative impact and maximise the positive impact that the County has on the environment
- make decisions about all matters within the County based on the best available information
- ensure that key knowledge within the County is properly managed and used to improve the operation of all Scouting within the County
- provide resources, support and encouragement for teams to work in many ways.

### Managing your time and personal skills

As an effective County Commissioner you will be required to:

- agree realistic goals and targets with your Regional Commissioner for the development of the County that work towards The Scout Association's strategic objectives
- consider the future requirements of your role then identify, plan and address areas for personal development
- ask for and act on feedback about how you carry out your role
- develop and maintain personal contacts with people both inside and outside of Scouting who may be able to help you to achieve your plans for the County
- attend National or Regional County Commissioner days/workshops.

## Person specification

### Knowledge and experience

#### Essential

- Experience of managing adults.

#### Desirable

- Understanding of the challenges of working in the voluntary sector.
- Experience of youth and/or community work with adult groups.
- Recent experience of working in the Scout or Guide Movement as an adult.

### Skills

#### Essential

- Motivate the team by being a great listener and communicator.
- Provide strategic direction for the County.
- Provide inspirational leadership for the County.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Enable others to identify issues, develop attainable objectives and gain the necessary skills and confidence to work as an effective team.
- Negotiate compromises.
- Plan, manage and monitor own tasks and time.
- Ability to use basic computer software.

#### Desirable

Construct and implement long-term plans for development activities and be able to identify training, resourcing and other needs necessary.

### Aim, Values and Method

#### Essential

- An understanding of the needs of volunteers.
- Flexible approach.
- Self-motivated.
- Able to work as part of a team and promote good teamwork.
- Resourceful, energetic and enthusiastic about the job.
- Acceptance of the Aims and Methods of the Scout Movement.

# Nomination form County Commissioner



If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form below.

Name of nominee	<input type="text"/>	
Address	<input type="text"/>	
Telephone	Daytime	Evening
	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	
Membership number (if appropriate and if known)	<input type="text"/>	

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description).

Please describe the relevant skills that this person has for the role (refer to role description).

Please outline why you felt motivated to complete the nomination/self-nomination.

Nominated by	<input type="text"/>	
Contact details (name, address, phone/mobile number, email)	<input type="text"/>	
Signature	<input type="text"/>	Date <input type="text"/>

This form should be returned to.....

The closing date for receipt of applications is ..... (adding year is not compulsory.)

Notes: 1. Please copy this blank form if making more than one nomination. 2. Self-nominations are welcome. 3. All nominations are dealt with in the strictest confidence.