



Role Description: ASSISTANT COUNTY COMMISSIONER (Cub Scouts)

Date: 1 April 2017

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

Responsible for: No direct reports.

Responsible to: Deputy County Commissioner (Programme)

Main Contacts: County Team, District Commissioners, ADC (Cub 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 (Cub Scouts) and other Commissioners in the County to provide support in matters relating to the Cub Scout section and its Leaders
- Assist the ADCs (Cub Scouts) in promoting a balanced programme to all Cub Section Leaders and Young Leaders.
- Provide practical help either directly or indirectly that leads to the growth of the Cub Scout section.
- Help develop youth led Cub Scouting in Norfolk.
- To identify, create and distribute guidance and resources for all aspects of the Cub 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 Cub Scouts you will be an approachable subject matter expert primarily about Cub 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 Cub leadership. As a supporter in scouting you will be expected to take accountability and responsibility for initiatives delegated by the DCC(Programme).

Abilities, Skills and Experience

Essential

- Passionate about providing Cub 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 Cub Scout programme
- Have a proactive and creative approach
- Able to engage, excite and enthuse young people and adult volunteers to deliver their Cub Scout plans
- Able to communicate by telephone and email

Desirable

- Previous experience in the Cub 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