



Role Description: ASSISTANT COUNTY COMMISSIONER (Events)

Date: 1 April 2017

Outline: To work in partnership with Deputy County Commissioner (Operations) to manage the delivery of key events and projects that are identified as being beneficial to the promotion, growth, development of Scouting or to provide useful additional to section programmes or provide development opportunities as identified by the county work-streams.

Responsible for: No direct reports, but you will co-ordinate the activities of the following:

- Small project teams
- Key organisers of events
- Scout Active Support members

Responsible to: Deputy County Commissioner (Operations)

Main Contacts: DCC Operations, County Team members, HQ, GirlGuiding.

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

- Assess, scope and plan the potential delivery of events
- Help develop and maintain a documented county approach to delivering events
- Recruit, support and drive small groups of adults to make events happen
- Monitor progress of event preparation and progress against the agreed project plan
- Provide regular reporting to the DCC Operations via the quarterly work-stream steering meetings
- Problem solve and provide ideas to overcome potential blockers. Escalate issues to DCC Operations
- Conduct end of project exercises (Feedback, lessons learnt and documentation) to allow events to be run again

Personal specification

Any person appointed to this role should be a team player, who gets satisfactions from seeing a job well done, they should have a 'roll your sleeves up' attitude to get involved with ensuring delivery if things get tight.

Skills and Experience

Essential

- Ability to motivate others and work in a team
- Able to use basic IT packages (Microsoft Office etc)
- Able to work to deadlines
- Able to be self-sufficient and make decisions
- Ability to monitor budgets and ensure delivery within them

Desirable

- Experience of project management techniques
- Previous experience delivering Scout events
- Experience creating reports and feedback techniques