



Role Description: ASSISTANT COUNTY COMMISSIONER (International)

Date: 1 April 2017

**Outline:** To work in partnership with Deputy County Commissioner (Programme) to bring an international dimension to the balanced programme to ensure that adults are given the support, tools and skills to implement and progress the Global Programme in Scouting across Norfolk.

**Responsible for:** No direct reports.

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

**Main Contacts:** County Commissioner, County Chairman, County Team, District Commissioners, Leaders in Groups, International Commissioner and International Office at UKHQ, County Administrator, Members of the County Scout Network, Explorer Scouts

**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**

- Contribute as a member of the County Team and to the development of the County
- Co-ordinate and support international activities at a County level.
- Devise and maintain a rolling 12-month plan that includes targets and outcomes.
- Support the County Programme Team in developing appropriate international awareness amongst leaders and young people.
- Maintain working relationships with all members of the County Team.
- Provide support for the DCC (Programme) and deputise in their absence if required
- To identify, create and distribute guidance and resources for all aspects of Global Programme.
- Maintain up to date information on international initiatives and circulate them widely.
- Support Global and International aspects of the balanced programme.
- Support parties and individuals travelling abroad and also support visiting international Scouts as the initial single point of contact.
- To support NORJAM in all aspects of international scouting.
- Liaise with the International Commissioner and International Office at UKHQ.
- To attend meetings and conferences at County and National level as required

## **Personal specification**

- As the Assistant County Commissioner for International, you will be an approachable and supportive subject matter expert on elements of the Global Programme and provide clear and concise direction to those contemplating or partaking in International Scouting events. You will need to be able to ready to proactively respond to any incidents involving scouts on International trips to ensure that support mechanisms are triggered and followed. 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**

### **Essential**

- Want to see quality programmes which include an international dimension by supporting leaders to embrace all aspects of the Global Programme.
- Passionate about bringing Scouting to more young people in a creative and proactive manner to engage, excite and enthuse young people and adult volunteers to deliver their plans.
- Capable of interpreting the PoR in a clear, concise and unambiguous manner in all aspects of International Scouting.
- Capable of working under pressure in response to any incidents requiring your support.
- Able to communicate by telephone and email
- As a manager in scouting, you will be able to work flexibly to accommodate the dynamic and sometimes very demanding nature of the ACC International role
- Access to a PC and basic IT skills with access to email at least once a day.

### **Desirable**

- Able to commit around 3 hours a week on average
- Able to relate with young people and adult volunteers
- Having had previous experience of international scouting either as a participant or as an organiser.