

Assistant County Commissioner Inclusion and Diversity

Norfolk Scouts

Volunteer Vacancy Role Description

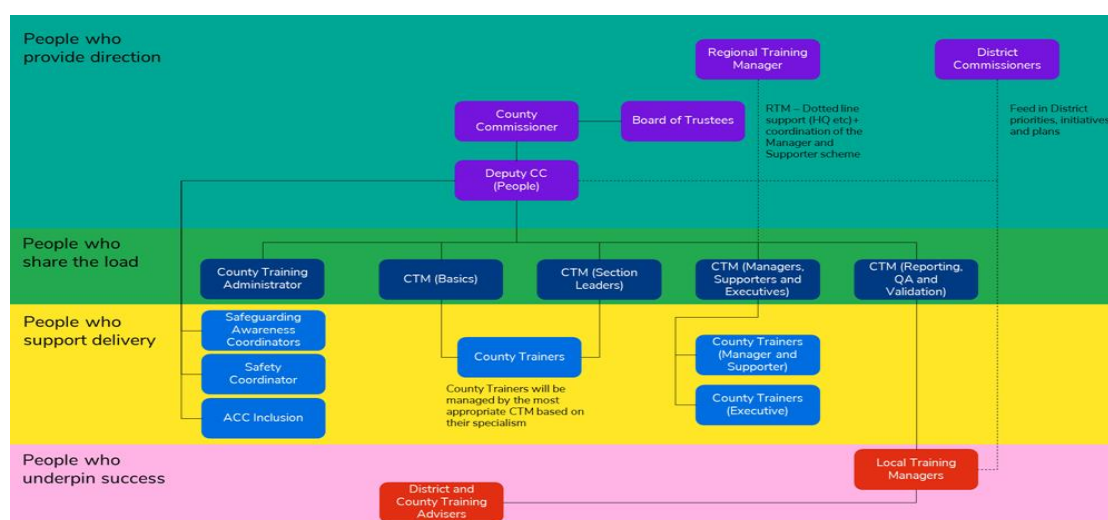
May 2020

Norfolk Scouts are looking for someone with the skills to provide leadership, support, motivation, coaching, and problem-solving methods and be an inspiration to others. As **Assistant County Commissioner (ACC) Inclusion and Diversity**, you will support and advise adults to ensure that every section in the County is as inclusive as possible, welcoming members from all backgrounds and helping to make reasonable adjustments to support a fully diverse membership.

Who will you work with?

The Deputy County Commissioner People manages and supports the ACC Inclusion and Diversity. You will work alongside and receive support from members of the County Team, the County Commissioner and County Executive Committee. You will be part of the County People Work stream.

The County People Work Stream Model



Driving Norfolk Scouts ambition to be a diverse and inclusive movement, accessible to all through reasonable adjustments, supported and led by the Assistant County Commissioner Inclusion and Diversity by:

- Production of local material and maintaining local contacts
- Consultancy and advice to individuals, Group, Districts, and the County Team
- Mandatory and ongoing learning opportunities and ad-hoc sessions based on local needs.

What are we looking for?

The ACC Inclusion and Diversity supports and coordinates practical delivery of inclusive and diverse Scouting to membership within the County.

The role is open to anyone interested in promoting and supporting diversity and inclusion and no previous Scouting experience is necessary. As a member of the County Team, the ACC Inclusion and Diversity works in partnership with other members of the County Team and the County Executive to define County inclusion and diversity policies.

As a requirement of this appointment you must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the five months of Provisional Appointment the relevant Getting Started modules and GDPR training

must be completed. A Wood Badge must be achieved within three years of Full Appointment, in addition to ongoing mandatory safeguarding, first aid and safety training.

The role of ACC Inclusion and Diversity is a substantial one, supporting volunteers across Norfolk. While there will be a requirement to travel, many parts of the role can be completed remotely. It is hard to determine an average weekly time commitment as some periods will be busier than others. You will be able to manage your own diary and volunteer flexibly. Reasonable permitted expenses will be met in line with our Expense policy.

The key purpose of the role is to improve the level of support provided to our membership in all areas of diversity and inclusion. **The role has the potential to be split into two key roles; one of inclusion and another focussing on more diverse areas (see examples in the table below).** There is an expectation that the person/persons appointed would have a good working knowledge or background in key areas of Inclusion and Diversity.

Inclusion	Diversity
<ul style="list-style-type: none"> • Making reasonable adjustments • Learning difficulties and differences • Disabilities • Sensory impairments • Promoting acceptable behaviours • Accessibility • Flexibility within the award schemes and badges for young people • Consideration for the needs of young people and adult's membership 	<ul style="list-style-type: none"> • Ethnicity • Cultural diversity • Scouting in areas of social deprivation and hardship • Faith and spiritual development. • Under-represented groups • LGBTQ+ • Gender equality • Sexual orientation

Main contacts will include the County Executive Committee, other County Team Members, District Commissioners, Group Scout Leaders, HQ Specialist Advisors for Diversity and Inclusion, National Active Support Units supporting inclusion and diversity (e.g. FLAGs, Muslim Scout Fellowship etc.) and external organisations specialising in relevant aspects of Inclusion and diversity.

As Scouts we are guided by our values: Integrity, Respect, Care, Belief and Cooperation. You need to accept and demonstrate these values in the delivery of your role.

Main Role Responsibilities

- Provide guidance, advice and up to date information to the County Commissioner, County Team and their work streams, and District Commissioners in all matters of inclusion and diversity.
- Support volunteers and young people to share their success in overcoming barriers to participation and Skills for Life.
- Attend all relevant meetings pertinent to the role including County Team meetings.
- Support and advise the County Executive on areas relating to The Scout Association's Religious and Equal Opportunities Policy.
- Liaise with HQ Specialist Advisors for Diversity and Inclusion.
- Advise District Commissioners' on matters of section age range flexibility for youth members with additional needs.

- Support adult and young leader training in areas of inclusion and diversity.
- Identify issues and challenges relating to all areas of inclusion and diversity and proactively seek solutions to support and guide our members to address difficulties that occur.
- To occasionally provide support, guidance and mentoring to members on a very personal level.
- Liaise with relevant members of the County and District teams to ensure that events take place to support inclusion and diversity across the County.
- Develop imaginative and creative ideas for widening participation in Scouting.
- Build relationships with external organisations to enable Norfolk Scouts to promote accessibility and provide support to its members.
- Contact with parents and carers to ensure that holistic and consistent approaches are used when making provision for young people to take part in all aspects of Scouting.
- Participation in events and programmes which support Scouting in Norfolk.

Person Specification

- Have a good understanding of HQ inclusion and diversity policies and guidance.
- Understand the importance of inclusion and diversity in meeting the Aims of the Scout Association.
- Can build positive and active relationships with the County Team, District Commissioners, and Group Scout Leaders.
- Have a good working knowledge and background in one or more of the key areas relating to inclusion and diversity.
- To share your enthusiasm and be proactive in all areas of inclusion and diversity.
- Be able to travel across the County and have the time to undertake the role effectively.
- Can lead project teams.
- Have good written and oral communication skills.
- Have good IT skills and be able to access various digital platforms.
- Possess good presenting and facilitating skills.
- Be willing to deliver training relevant to the role.
- Be persuasive.
- Be able to work within predefined limits i.e. timescales and budgets.
- Accept the policies and rules of the Scout Association and be willing to become a member, take the Scout Association Promise and wear the uniform.
- An understanding of the needs of adult volunteers.
- Flexible approach.
- Self-motivated.
- Innovative.
- Able to work as part of a team and promote good teamwork.
- Resourceful, energetic, and enthusiastic about the role.
- Acceptance of the fundamentals of the Scout Movement.

Additional Information

- You will have access to professionally produced national materials.
- You will be provided with a budget to meet the objectives of the role.

- You will be welcomed and supported by our friendly and focussed team.

If you think you know just the right person for this role, or you are interested in the role yourself, we would love to hear from you. A nomination/application form can be found on the Norfolk Scouts website; it should be completed and returned to Karen Martin, County Secretary.

If you require any additional information or would like to speak to someone about the role please contact Keith Coote, Deputy County Commissioner People. K.coote@norfolkscouts.org.uk