

**Role Description:** Team District Commissioner (DC) (People and Operations)

**Date:** 1 August 2020

**Important:** The Team DC role is a modern way to share the responsibilities of the District Commissioner role between multiple people. All people appointed to the Team DC arrangement are peers and co-operate accordingly to deliver all of the requirements of the role. It is therefore essential that bearers of the role act appropriately within the remit of their defined responsibilities and maintain an exceptional relationship with the other role holders.

**Outline:** To manage and support the Scout District to ensure it runs effectively, and that Scouting within the District develops in accordance with the rules and policies of The Scout Association. To ensure the District provides good quality Scouting for young people and proactively supports and manages adults in the District with a particular focus on the people and operation elements

**Key focus:** The key focus for the Team (DC People and Operations) are:

- Compliance
- Adult training scheme
- Leadership and direction of the District
- Governance of the District

**Responsible for:** The Team DC (People and Operations) is the line manager of the following appointments:

- All Group Scout Leaders
- any non-programme Assistant District Commissioners

This role nominates and supports the appointment of the District Chair, in consultation with the Team DC (Programme, Perception and Growth)

**Responsible to:** County Commissioner

**Main Contacts:** Team DC (Programme, Perception and Growth), County Commissioner, Deputy County Commissioner (People) Deputy County Commissioner (Operations) , Group Scout Leaders, District Explorer Scout Commissioner, District Scout Active Support Managers, District Scout Network Leaders, Assistant District Commissioners, members of the District Executive Committee and its sub-committees, members of the Regional Development Service, Local Development Officers other District Commissioners, members of the local community, schools and other 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 Manager and Supporter Modules as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme.

## **Main tasks**

### *Individual*

Provide line management and support to the adults in the District that directly report to this role including setting objectives for their work and holding regular reviews and one-to-one meetings. (Roles detailed above)

Ensure that the District thrives and has the best systems in place to support the Groups, to support all adult volunteers in the District and to develop Scouting in the District.

Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.

### *Shared with Team DC (Programme, Perception and Growth)*

Produce a vision for the District and implement a development plan to meet that vision.

Ensure that the District has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.

Work with the County Commissioner and other District Commissioners in the County to ensure that the Scouting in the thrives.

## **More general day-to-day activities of this role:**

- Recruiting, supporting and line managing the appropriate District Team (detailed above) members
- Overarching management of Groups including training requirements, appointments process etc
- Ensuring the District operates within tolerance of compliance measures
- Complaints, disputes and safeguarding interaction

## **Personal specification**

Personal qualities:

- An understanding of the needs of adult 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 fundamentals of the Scout Movement

### **Essential**

- Ability to manage adults effectively
- Excellent written and oral communication skills
- Provides advice and guidance effectively to others
- Provides inspirational leadership for the District
- Provides strategic direction for the District
- Motivates adults volunteering in the District
- Can build, maintain and facilitate effective working relationships with a wide range of people
- Enables others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Ability to negotiate compromises
- Plans, manages and monitors own tasks and time
- Can construct and implement long-term plans that improve and expand the Scouting offered to young people, and identify any training, resources and other needs required to undertake this work
- Can use basic computer software

### **Desirable**

- Understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movements as an adult.