**Role Description for Deputy County Commissioner –Programme**

**Title:** Deputy County Commissioner –Programme

**Outline:** To work in partnership with the County Commissioner to ensure the effective operation of the Scout programme in Norfolk in accordance with the Purpose, Principles and Policies of The Scout Association

**Responsible to:** County Commissioner

**Responsible for:** ACC Sections, ACC International, County Activities Advisers

**Main contacts:** County Commissioner, Deputy County Commissioners, County Youth Commissioners, Assistant County Commissioners, Activity Advisers, District Commissioners, County Duke of Edinburgh’s Award Adviser, Queens Scout Award Coordinator, County Chair

**Appointment Requirements:** 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, Safety, Safeguarding and GDPR training must be completed. A Wood Badge must be completed within three years of Full Appointment.

It is expected that whilst volunteering for this role you will undertake regulated activity.

**Main Tasks**

To manage the County Programme and Activities Team

Work with section ACCs to support the Districts and Groups in the delivery of a quality programme.

Work with the Activity Advisers to ensure that there is activity provision in the County

Ensure that Awards are robustly and consistently assessed, including signing certificate request forms for Scout Network members ( Queen Scout Award, Explorer Belt, Scouts of the World Award)

Maintain a working relationship with District Commissioners, District Scout Network Commissioners and other Commissioners in the County, particularly providing support in matters relating to the Programme

Collaborate with the County Team to devise County projects, activities and programme experiences that can be made available to all members across the County beyond those delivered by Districts and Groups

Work in partnership with the County Commissioner and County Team in the management of the County

Support the County Commissioner and Deputy County Commissioner(People) with the learning needs of Leaders and Commissioners

Maintain contact with relevant local community groups linked to programme themes, including promoting Scouting in the local community

**Wider County Tasks**

Ensure that interaction between District ADCs and the County ACCs is maintained

Attend and contribute to relevant County meetings. These may include meetings of the County Team, other meetings at County, Regional or National level

Develop relationships with external bodies in the County to enhance the programme

Deputise for the Count Commissioner as agreed

Other tasks as agreed with the County Commissioner

**Personal Specification**

* Ability to build and lead teams
* Excellent written and communications skills
* Be self-motivated and be able to motivate others
* Be IT literate
* Ability to work and engage with people of all ages
* Ability to work within predefined limits(e.g. timescales and budgets)
* Ability to accept and positively respond to responsibility

**Qualities Required**

* A bright outlook and can do approach to the role
* Accept the rules and policies of The Scout Association
* Accept The Scout Association’s purpose, method and values
* Be an effective team member of the Senior Management Team
* Be in a positions to travel to meetings across the County and further afield when required

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