



Role Description: ASSISTANT COUNTY COMMISSIONER (Top Awards and Scout Network)

Date: 1 February 2023

Outline: To work in partnership with Deputy County Commissioner (Programme) to be responsible for developing and leading the team of District Network Commissioners and liaising with District Explorer Scout Commissioners and Explorer Leaders in order to support Districts and section leaders to develop and run exciting, fun and challenging programmes for the Network section (18 – 25 year olds) plus monitor the delivery of the Platinum, Diamond, King's Scout Award and Explorer Belt

Responsible for: County Adviser Duke of Edinburgh and County Administrator Duke of Edinburgh

Responsible to: Deputy County Commissioner (Programme)

Main Contacts: County Team, District Commissioners, District Explorer Scout Commissioners, Explorer Scout Leaders, District Network Commissioners, Leaders in Groups, UKHQ Staff, Staff of the Regional Development Service, Schools and other local 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 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
- Devise and maintain a rolling 12 month plan that includes targets and outcomes.
- To attend meetings and conferences at County and National level as required.
- Provide information and material for County communications.

Top Award Specific Tasks

- To monitor the progression of the top awards and provide guidance and final sign offs for the King's Scouts Awards, Scouts of the World Award and Explorer Belts for Explorer Scouts and Scout Network members.

Network Specific Tasks

- Develop and maintain good working relationships with DCs, DSNCs and other Commissioners in the County to provide support in matters relating to the 18-25 age range and its Leaders
- Assist the DSNCs in promoting a balanced programme to all Network members.
- Monitor and maintain up to date information on programme initiatives and circulate them widely.

Personal specification

As the Assistant County Commissioner for Top Awards and Scout Network you will be an approachable subject matter expert primarily about Network and Top Awards (Platinum/Diamond, Explorer Belt, Scouts of the World Award and King's Scout Award) but have general knowledge about all areas of the 6 – 25 programme.

Abilities, Skills and Experience

Essential

- Passionate about providing Network Scouting to more young people
- Want to see quality programmes delivered week-in-week-out.
- Able to support leaders to embrace all aspects of the Network Programme and the Top Awards
- Have a proactive and creative approach
- Able to communicate by telephone and email

Desirable

- Previous experience in the Network or working for or signing off Top Awards.
- Able to commit around 4 hours a week on average
- Access to a PC and basic IT skills.
- Able to relate with young people and adult volunteers