



**Suffolk Team - Programme**

**Role Description**

**Assistant County Commissioner - Scouts**

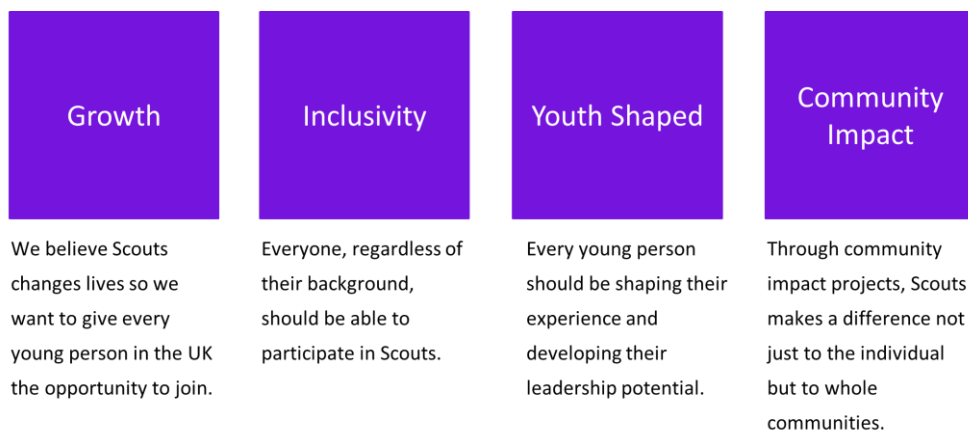


**Background**

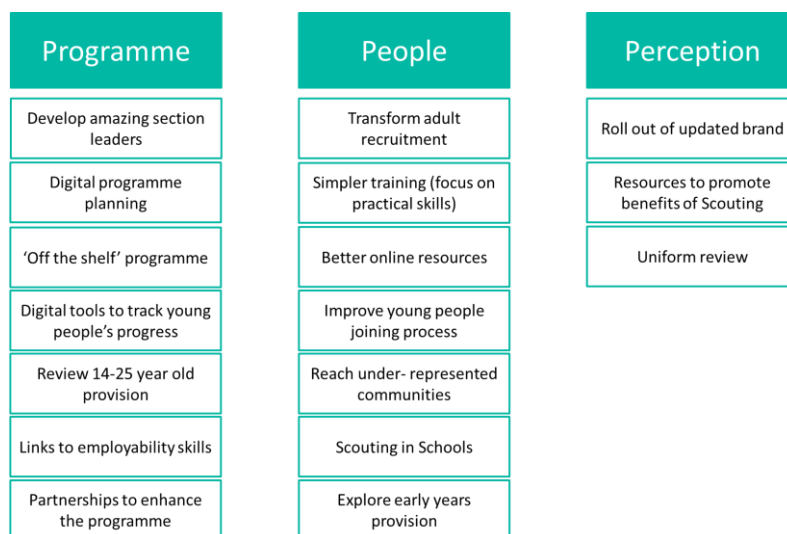
Suffolk has over 6,000 young people (1,700 Scouts) taking part in a wide range of Scouting activities every week across eight districts. The County has over 2,500 adults supporting the running of Scouting. The County is seeking new Assistant County Commissioners for each section of scouting namely Beavers, Cubs, Scouts and Explorers. The aim is that the 4 commissioners (and ACC Network) work together to support programme excellence and deliver the Skills For Life Strategy set out by the Scout Association.

**Skills for Life**

The 5-year strategy was launched in 2018 to support the mission of the Scout Association, namely “Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.” The strategic vision of Skills for Life is “By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.” Our vision is made up of four goals.



These goals will be delivered by three pillars of work namely:



The new County teams are aligned around these pillars to deliver more successful scouting to Suffolk.



## Assistant County Commissioner - Scouts

### Outline Role Description

The Assistant County Commissioner has overall responsibility for supporting the county with particular emphasis on direction, strategy and ensuring that an excellent programme is in place for districts and within groups. Work with ADC section leaders to ensure that new ways for delivering programmes are shared and implemented across groups so top awards are earned by young people. This supports the Skills for Life work stream "Programme" - A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.

**Outline:** To manage and support the Scout County to ensure it runs effectively and that Scouting within the County develops in accordance with the rules and policies of The Scout Association so that the County provides good quality Scouting for young people and proactively supports and manages adults across the County.

**Responsible to:** County(or deputy if appropriate).

**Main contacts:** County Commissioner/ Deputy District Commissioners, District Commissioners, Group Scout Leaders, District Explorer Scout Commissioner, District Scout Active Support Managers, District Scout Network Leaders, Assistant District Commissioners, Training Manager, Local Training Manager, members of the Regional Development Service, Local Development Officers or Field Commissioner (as appropriate)

**Appointment requirements:** Must complete the relevant training (a wood badge) within three years of taking up the role. It is expected that whilst volunteering for this role you will undertake regulated activity.

### **Supporting the Programme**

Helping more young people to enjoy better Scouting through delivery of a Balanced Programme and supporting adults committed to delivering this on a regular basis, is where the ACC comes in. As young people progress through the Movement, the Programme and activities will become more challenging. For the adult, there is the task of developing a progressive Programme to meet the young person's expectations. To do this, they will need support by way of expertise, resources, information and training. Finding ways of how to meet their needs and make the job easier is the challenge facing ACC's and the Sectional ADCs.

As ACC, you are not directly involved with Leaders in a Scout Group, but these Leaders and the young people they work with will be the end users of all your endeavours. The practical reality of the needs of Scouting at local level within your Section should be your focus and priority.

The ACC will:

- Support the Programme Pillar to deliver the UK Skills Life Strategy and Suffolk Scout Strategy.
- Increase the number of young people achieving top awards.
- Support Youth Shaped and work with Youth Commissioners to ensure the County supports initiatives of young people.



- Be enthusiastic and positive about the Section and recognise that Scouting should be fun!
- Provide support to their ADC Scouts
- Visit Districts on a regular basis. Taking an active interest in Districts' activities
- Co-operate with DCs to support all Leaders and Commissioners within their Section. Be aware of the importance of meeting the Section's needs in their locality
- Be the 'information bank' regarding their Section and its resources
- Focus on supporting the recruitment of adults in to Troop
- Encourage training and support both at County and District level
- Be accessible
- Ensure people feel appreciated in a variety of ways
- Always ensure you and others adhere to POR and uphold the standards for safety, safeguarding, risk, first response and GDPR.

### **Communications**

The provision and promotion of effective communications within the County and Districts is an important aspect of the role the ACC Scouts.

It will help to:

- Run regular and effective meetings for the ADCs Scouts
- Good practice would be for each meeting to have a purpose, agenda, minutes, start and finish time, and decision on actions and time-scales. Moving the meeting around to different venues and evenings will help to encourage attendance. Make it fun.
- Be articulate – say what you mean and mean what you say!
- Become competent in the written word for correspondence, newsletters, emails, websites, social media etc
- Be available to listen and counsel on issues that may arise within their Sections
- Provide the opportunity for regular and ongoing verbal and physical interaction within the Section
- Have or develop presentation skills for use at County or District meetings or gatherings
- Provide a two-way effective link between their Section and the County Team, the region, the UK Advisor (Scouts) and Headquarters
- Be aware of and attend the Regional Development Support & Advise Days
- Keep up to date with information and resources through the Information Centre on 0845 300 1818. This number may also be used to contact Programme and Development Department at Gilwell Park

### **Person specification**

#### **Knowledge and experience**

#### **Essential/Desirable**

Ability to manage adults effectively	Essential
Understanding of the challenges of working in the voluntary sector	Desirable
Experience of working with young people and/or community work with adult groups	Essential
Experience of working in the Scout or Guide Movement as an adult	Desirable



<b>Skills</b>	<b>Essential/Desirable</b>
Excellent written and oral communication skills	Essential
Provide advice and guidance effectively to others	Essential
Provide inspirational leadership for the County	Essential
Provide strategic direction for the County	Desirable
Motivate adults volunteering in the County	Essential
Build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team	Essential
Ability to negotiate compromises	Desirable
Plan, manage and monitor own tasks and time	Essential
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	Essential
Use basic computer software	Essential

<b>Personal qualities</b>	<b>Essential/Desirable</b>
An understanding of the needs of adult volunteers	Essential
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic and enthusiastic about the job	Essential
Acceptance of the fundamentals of the Scout Movement	Essential

### **Detailed Description of the role**

**1. Providing direction** – as an effective Assistant County Commissioner you will be required to:

- Lead by example to promote a co-operative culture of working in the County.
- Implement the County vision for the future development of the Suffolk that takes into account the strategic objectives of The Scout Association.
- Working with other Youth Section ACC's Develop a plan to realise the vision for the County, implement and regularly review it.
- Provide leadership, inspiration and motivation for Scout ADCs adults volunteering in the Districts.
- Ensure that everyone the Scout Section in the County follows the policies and rules of The Scout Association.
- Carry out regular one-to-one meetings and support adults who report directly to you.

**2. Working with people** – as an effective Assistant County Commissioner you will be required to:

- Develop good working relationships based on trust and Scout values with the adults in the County team, District ADC Scouts and with others in Scouting.
- Build a team spirit with ADC Scouts and support the development of the team as a whole.



- Ensure that adults perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the County Commissioner.

**3. Achieving results – as an effective Assistant County Commissioner you will be required to:**

- Satisfactorily complete projects in the County for which you are responsible.
- Ensure that all the initiatives in the County are managed appropriately.
- Have a robust plan in place and regularly review progress.

**4. Enabling change – as an effective Assistant County Commissioner you will be required to:**

- Support and encourage adults in Districts to think of new and creative ways to improve their Districts.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- Develop effective plans to implement change and then carry them out, working together with relevant members of the County and District.
- Recognise the contribution of others towards change and improvement.

**5. Using resources – as an effective Assistant County Commissioner you will be required to:**






- Manage any budget that you are accountable for and report expenditure and financial commitments to the County Treasurer
- Work with the ADC Scouts to ensure that Scouting is safe across the County
- Work with the County Executive Committee and the County Team to ensure that the County has sufficient physical resources to support its work with youth members.
- Work with the County Executive Committee and the County Team to minimise the negative impact and maximise the positive impact that the County has on the environment.
- Make decisions about matters within the County based on the best available information.

**6. Managing your time and personal skills – as an effective Assistant County Commissioner you will be required to:**

- Agree realistic goals and targets with the County Commissioner for the development of the youth section that work towards The Scout Association's strategic objectives.
- Consider the future requirements of your role then identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.

- Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the County Commissioner.
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Attend National, Regional and County/Area meetings, workshops and events.

### Appendix: County Teams and Responsibilities

Programme & Youth Shaped	Growth & Inclusivity	Perception & Community Impact	People	Compliance and Operations
				
<p style="text-align: center;">?</p>	<p style="text-align: center;">?</p>	<p style="text-align: center;">?</p>	<p style="text-align: center;">?</p>	<p style="text-align: center;">?</p>
<p>Beaver, Cub, Scout, Explorer + Network Programme Support            Beaver, Cub, Scout, Explorer + Network County Activities            Gearing Groups to Top Awards            Programme Days            Million Hands Delivered            Group/District Programme Support            NCSP            DofE            Programme Sharing            Annual Network Challenge            County Day Per Section            County Community Week (link to Million Hands)            Eurojam 2020</p>	<p>New Groups            New Sections            New Areas            Yoxford Model (schools)            St Neotts Model (satellites)            SCC bursaries for deprived areas to pay subs            Grants            Growth towns            Areas of deprivation            University Group            External Roadshows            Teams of growth excellence            Promoting International            Making development            Mental health education            Autism and special needs            Rapid Squad For Growth</p>	<p>PR Programme            Media training for spokespeople            Social media management            Internal Communications (newsletter, emails etc)            External stakeholder engagement            Cultural perception            Website content            Promotional activity videos            Sponsorship            Awards &amp; Celebration Day            Marketing and advertising            Million Hands Promoted            Countyhood            Whats App for teams            Brand and Corp ID            County/District Roadshows</p>	<p>Training Programme (Academy, Teams)            Safety and risk training            Safeguarding training            People Support            Change roles / keep fresh            Talent spotting and supporting rising stars            Parent recruitment            Returning adults            MAPs &amp; NAPS Management            Instructing &amp; Assessing*            Activities Quality            Supporting Change              *water, mountain, archery, nights away, caving</p>	<p>Compliance (to POR inc safeguarding, mandatory training, training, safety)            DBS            Policies – behaviour, inclusion, special needs, County DSARs            Complaints handling            County IT            Onboarding journey adults            GDPR (who is county gdpr officer)            Awards Committee            Group "ISO" Standard            Marque            Role Pool for Supporting            Suffolk            Archive</p>

Special Project: SIM

Executive: Grants, Charity Commission Compliance, AACs, Financial Management