



## **District Commissioner**

**Information and Vacancy Pack for anyone considering the role of District Commissioner for Bury St Edmunds District.**

**NOTE: this Pack uses the role title of “District Commissioner” which, after transformation, will change to District Lead Volunteer.**

# About us

## Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 4 to 25 year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities. A new Squirrel Scout Section for 4 to 6 year-olds is in its early stages of introduction.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment and skills which help young people to get jobs, save lives and even change the world.



## What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

## What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community-based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences gained in volunteering with Scouting have been useful in their work or personal life.

## Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult volunteers. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community-based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

## Our strategy

The existing strategic plan for Scouting across the UK secures a strategic direction through to 2025.

More details on the work towards our new plan which includes the Scouts' transformation programme are available [online](#).



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**By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.**

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## Scouting's fundamentals

### Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.



### Our values

As Scouts, we are guided by these values:

- Integrity**
- Respect**
- Care**
- Belief**
- Co-operation**

**Further information on our fundamentals, including details of our values are provided on our website at <https://www.scouts.org.uk/por/1-our-fundamentals/#1.2>**

# Scouting's key policies

In common with all members in Scouting, District Commissioners are required to promote and follow our key policies. The policies cover:

**Equal Opportunities**

**Privacy and Data Protection**

**Religion**

**Safety**

**Safeguarding**

**Vetting**

**Youth Member Anti-Bullying Policy**

[These policies are fully explained on our website.](#)

## Bury St Edmunds Scouts

Bury St Edmunds District covers communities bordering the Scout Districts of Sudbury, Stowmarket, and Newmarket (Cambridgeshire Scouts). Bury St Edmunds District currently comprises thirteen Groups and six Explorer Scout Units, one Young Leader Unit, a Scout Network Unit and a Scout Active Support Unit with an overall total uniformed membership which currently comprises:

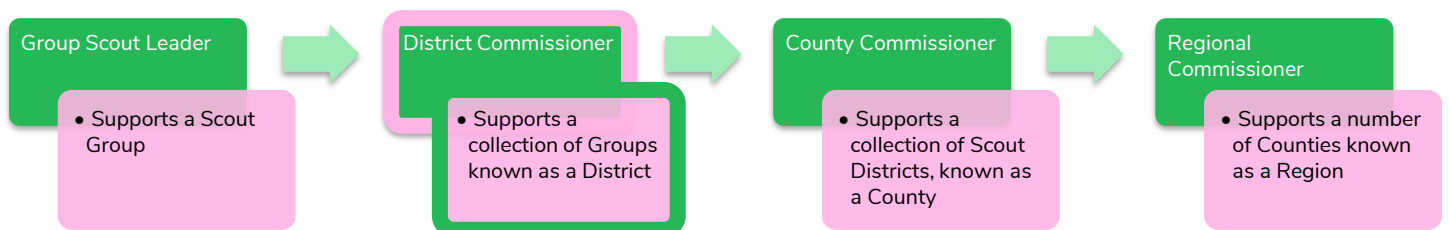
at the time the 2024 Census -

- 72 Squirrel Scouts (4 – 6 year-olds)
- 224 Beaver Scouts (6 - 8-year-olds)
- 368 Cub Scouts (8 - 10 ½ year olds)
- 516 Scouts (10 ½ - 14-year-olds)
- 81 Explorer Scouts (14 – 18-year-olds) – including Young Leaders
- 1 Network members (18 – 25-year-olds)
- 289 Adult members (18+ year olds)

## The vacancy

We're currently looking to appoint a District Commissioner. This is a management role. We therefore need someone who can provide leadership, and steer the District through the Scout's transformation programme, provide motivation and guidance to our other adult volunteers and grow the District.

A large part of this role involves supporting managers of local Groups. For any adult volunteer in Scouting, their manager



will be a regular point of call for support. You don't need any prior experience of Scouting to apply for this role: we'll make

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**#SkillsForLife**

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sure you're fully trained and supported. The management structure of Scouting is as follows:

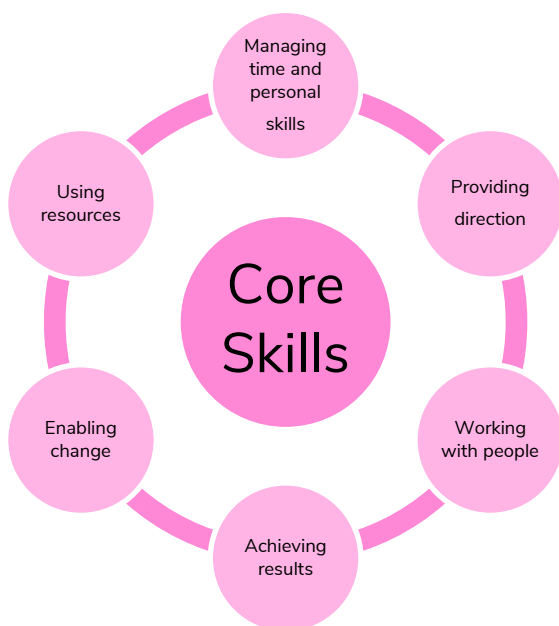
District Commissioners support other managers, known as Group Scout Leaders and other volunteers. Adults at every level need support to ensure that they are motivated, inspired and focused on providing first-class Scouting. A good manager thanks other volunteers for their hard work and helps to make sure that they feel happy and supported, week after week.

The District Commissioner will also provide direction for the District and will help others see the bigger Scouting picture through solid leadership.

We believe that everyone in management roles within Scouting should adopt an approach that combines the skills of both leadership and management.

## Core Skill Areas

We've identified six core skill areas that make a good Scouting manager:



### 1. Providing direction

A District Commissioner will create a vision for Scouting in their District, and provide clear leadership to implement that vision.

### 2. Working with people

It is vital that a District Commissioner can create team spirit amongst the other volunteers they work with, and can form effective working relationships based on trust and the fundamental principles of Scouting:

- integrity
- respect
- care
- belief
- cooperation

### 3. Achieving results

District Commissioners will ensure that goals are achieved, plans are seen through to completion and that good relationships are maintained within and between Scout Groups. Forging links within the local community is also an important aspect of development.

### 4. Enabling change

It is important for District Commissioners to encourage volunteers to think of creative ways to improve Scouting across the District. They should then provide the support to implement appropriate changes.

### 5. Using resources

A District Commissioner will ensure that information and resources are available, helping volunteers across the District to continue to provide excellent Scouting opportunities to young people.

### 6. Managing time and personal skills

A District Commissioner should use their time effectively and be willing to continue to learn and improve their skills.

# How to apply

## Process

On the following pages you will find a role description and the person specification. The District Commissioner nomination and application forms are available as separate forms alongside this document on the Suffolk Scouts website ([www.suffolkscouts.org.uk](http://www.suffolkscouts.org.uk)).

You can apply for the role yourself using the Application form or nominate someone else using the Nomination form.

Please send completed Application forms and Nomination forms by e-mail to [keith.barber@suffolkscouts.org.uk](mailto:keith.barber@suffolkscouts.org.uk)

## Key dates

The closing date for applications is **midnight on Wednesday 31 July 2024.**

Interviews (if required) will be held as soon as practicable after the closing date with a short list of candidates being presented to the County Commissioner.

## Further information

For more information, or for an informal chat about this vacancy, please contact:

Keith Barber – Deputy County Commissioner

E-mail - [keith.barber@suffolkscouts.org.uk](mailto:keith.barber@suffolkscouts.org.uk)



# The role - District Commissioner

## Role description [reflecting the current role titles]

### 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.

### Responsible to:

County Commissioner (or deputies, if appropriate).

### Responsible for:

Deputy District Commissioners, Assistant District Commissioners, Group Scout Leaders, District Explorer Scout Commissioner, District Scout Network Leaders, District Scout Active Support Managers, District Scouters, District Advisers, Nights Away Advisers, District Media Development Manager.

### Main Contacts:

County Commissioner, Deputy District Commissioners, 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, County Scout Network Commissioner, County Training Manager, Local Training Manager, members of the Regional Development Service, Local Development Officers or Field Commissioner (as appropriate), other District Commissioners, members of the local community, schools and other youth organisations.

### Appointment requirements:

Must complete the relevant training (a wood badge) within three years of taking up the role. Must be eligible for charity trustee status (as a member of the District Trustee Board). It is expected that whilst volunteering for this role you will undertake regulated activity.

### Main Tasks

- 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
- Provide line management and support to the adults in the District that directly report to you including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District.
- 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.
- Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.
- Work with the County Commissioner and other District Commissioners in the County to ensure that the Scouting in the County thrives.
- Within a timescale agreed with the County Commissioner, prepare / review the District's Strategic Plan and detail any appropriate amendments to it covering the period 2023/25 for the County Commissioner's approval and thereafter to implement, monitor and review the delivery of the approved plan.
- Represent the District as a member of the Bradfield Park Scout Campsite Development Committee.

**Note:** Some of the tasks for which the District Commissioner is responsible may be delegated to others in the District, including Deputy District Commissioner(s).

## Person specification

<b>Knowledge and experience:</b>	
Ability to manage adults effectively	Essential
Understanding of the challenges of working and managing volunteers in the voluntary sector	Desirable
Experience of working with young people and/or community work with adult groups	Desirable
Experience of working in the Scout or Guide Movements as an adult	Desirable
<b>Skills and abilities:</b>	
Excellent written and oral communication skills	Essential
Provides advice and guidance effectively to others	Essential
Provides inspirational leadership for the District	Essential
Provides strategic direction for the District	Essential
Motivates adults volunteering in the District	Essential
Can build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enables 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	Essential
Plans, manages and monitors own tasks and time	Essential
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	Essential
Can use basic computer software	Essential
<b>Personal qualities:</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