



Suffolk Team - Programme

Role Description

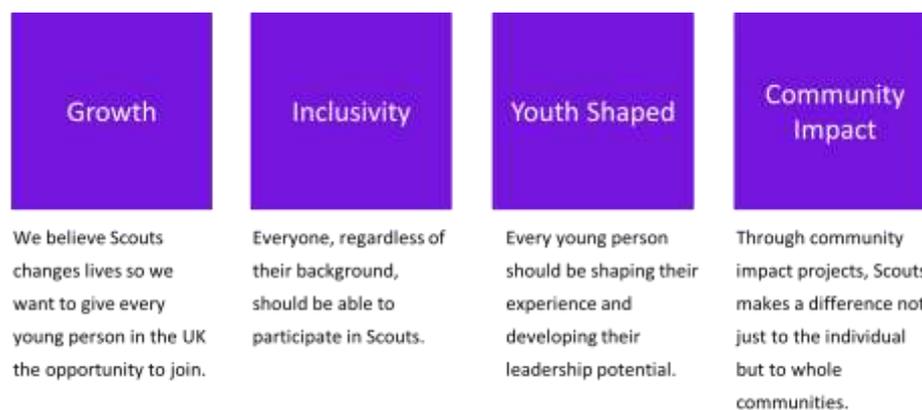
Assistant County Commissioner – Young Leaders

Background

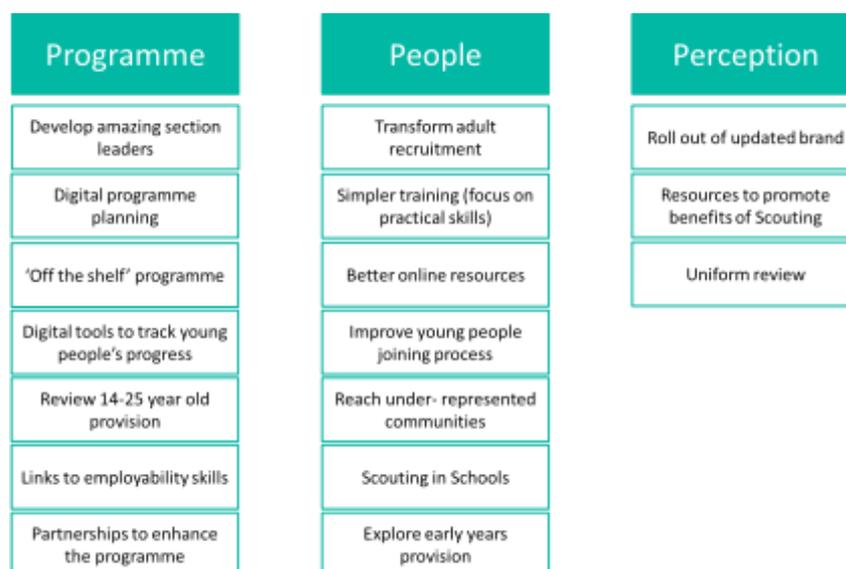
Suffolk has almost 4,300 young people (over 150 Young Leaders) taking part in a wide range of Scouting activities every week across eight districts. The County has over 2,000 adults supporting the running of Scouting. The County is seeking a new Assistant County Commissioner for Young Leaders to work alongside the rest of the Programme team including the ACCs for Beavers, Cubs, Scouts, Explorers, and Network. The aim is that the ACCs 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 (now 7 year due to Covid) 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 2025 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 – Young Leaders

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 training, support and programme is in place for young leaders across Districts/Groups. Working with District Section - Young Leader and DC to ensure that new ways for supporting and developing young leaders are in place. Ensure that Districts are supported to run programmes that Young Leaders can take part in they can earn top awards. This supports the Skills for Life work stream "Programme" - a fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools. It will also be required to work closely with the People team to ensure that leader training provision is in place.

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 that the County provides good quality Scouting for young people and proactively supports and manages adults across the County.

Responsible to: County Commissioner and working closely with the Programme and People Leads

Main contacts: County Commissioner/ Deputy County Commissioners, ACC Explorers, District Commissioners, District Section – Young Leader, District Explorer Scout Commissioner, Youth Commissioners, Group Scout Leaders, District Scout Active Support Managers, District Scout Network Leaders, County Training Manager, ,other work-stream leads, members of the Regional Development Service, Local Development Officers

Appointment requirements:

To understand and accept The Scout Association's policies, have a satisfactory CRB Clearance, Completion of Wood Badge, which includes the Section Supporter Modules as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme.

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

Supporting the Programme

Helping more young people to enjoy better Scouting and learn the first steps in becoming a leader. This will be through delivery of Young Leader Training and a Balanced Programme and supporting adults committed to delivering this on a regular basis. As young people progress through the Movement, the Programme and activities will become more challenging and this role will help young people on their first steps to becoming a Leader. You will also explore ways to recruit young people from outside Scouting to join including through the Duke of Edinburgh Awards scheme. 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 Young Leader Managers in Districts.



As ACC you are not directly involved with Leaders in a 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 District Explorer Scout Commissioner / District Young Leader leader
- 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 Young Leaders to Groups
- 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. and the policies of the Association.

Communications

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

It will help to:

- Run regular and effective meetings for the District Young Leader adult volunteers and/or DESC
- 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 (Young Leaders) and Headquarters
- Be aware of and attend the Regional Development Support & Advice Days
- Keep up to date with information and resources through the Information Centre on 0345 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
Skills	Essential/Desirable
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
Personal qualities	Essential/Desirable
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

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 adults volunteering in the Districts responsible for Young Leaders.
 - Ensure that everyone in the Young Leader 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 Young Leader adult volunteers and with others in Scouting.
- Build a team spirit with District Young Leader adult volunteers 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 to 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 District Young Leader adult volunteers 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

Achieving Skills For Life: Suffolk 2019-2023

5 Teams - Key Responsibilities

<p>Programme & Youth Shaped</p> 	<p>Growth & Inclusivity</p> 	<p>Perception & Community Impact</p> 	<p>People</p> 	<p>Compliance and Operations</p> 
<p>Ollie Smith</p> <ul style="list-style-type: none"> 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>Keith Gleen</p> <ul style="list-style-type: none"> New Groups New Sections New Areas Yaxford 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>Colin Winter</p> <ul style="list-style-type: none"> 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 & Celebration Day Marketing and advertising Million Hands Promoted Countyhood Whats App for teams Brand and Corp ID County/District Roadshows 	<p>Jenny Roe</p> <ul style="list-style-type: none"> 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 & NAPS Management Instructing & Assessing* Activities Quality Supporting Change <p>*water, mountain, archery, nights away, caving</p>	<p>Rodney Turner</p> <ul style="list-style-type: none"> Compliance (to POR inc safeguarding, mandatory training, training, safety) DBS HR Policies – behaviour, inclusion, special needs, performance management 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</p>		<p>Executive: Grants, Charity Commission Compliance, AACs, Financial Management</p>		