COUNTY SECRETARY
DURHAM COUNTY SCOUTS
Vacancy Pack and Role Description
ABOUT US
Durham County Scouts is a Scout County operating in the North-East Region of England with over 6,000 youth members and 1,100 adult leaders.

We operate across County Durham, Gateshead, South Tyneside, Sunderland and Darlington, supporting the delivery of Scouting in 104 Groups, 36 Explorer Scout Units and District based Scout Networks.

SUPPORTING ADVENTURE
Durham County Scouts are responsible for supporting the delivery of active and adventurous programmes for 6 and 7-year-old Beaver Scouts, 8 - 10½-year-old Cub Scouts and 10½ - 13-year-old Scouts organised in Scout Groups.

The County also supports District based 14 - 17-year-old Explorer Scout Units and the 18 - 25-year-old Scout Network section.

In all sections the focus is on the delivery of a balanced yet exciting programme with a focus on outdoor activities and adventure.

GOVERNANCE
As a charitable organisation with responsibility for the safety and safeguarding of more than 6,000 young people and a turnover of more than £400,000, it is essential that Durham Scout County is effectively managed and governed in accordance with Charity Commission requirements and the Policy, Organisation and Rules of the Scout Association.

COUNTY SECRETARY
The County Secretary is an ex-officio member of the County Executive Committee and is a trustee of the charity.

The role carries specific responsibilities in accordance with the above requirements (detailed below) and the effective and efficient fulfilment of this role is essential to allow the County Chair, County Commissioner and the wider Executive Committee to carry out their roles in a responsible and timely manner.

FIND OUT MORE
To find out more about us, please visit www.durhamscouts.org.uk
NEW TO SCOUTING?

WHO WE ARE

Every year we help 400,000 young people in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and reach their full potential. And it’s not just young people who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more go to www.scouts.org.uk.

VOLUNTEERING

Volunteering for us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people? How much time you give is up to you, and you don’t need any previous experience.

We have a huge variety of roles to suit everyone, and whatever you choose, we’ll make sure you’re properly trained and supported.

WHO ARE YOU?

We’re looking for someone with the organisational and administrative skills to support the Count Chair, County Commissioner and the County Executive Committee. As County Secretary you will be responsible for providing the administrative support needed to comply with charity commission requirements and defined aspects of the Policy, Organisation and Rules of the Scout Association.

STRUCTURE OF THE SCOUT COUNTY

The Line Management structure in the County is as shown below:

The County Secretary is responsible to and works closely with the County Chair, and also works closely with the County Commissioner and the County Administrator.
This vacancy is for a County Secretary within Durham County Scouts, which operates in County Durham, Gateshead, South Tyneside, Sunderland and Darlington. At the last annual census we had over 6,000 youth members between the ages of 6 and 18 involved in our Beaver, Cub, Scout, Explorer and Young Leader sections.

We have over 1,100 adult volunteers, who undertake roles including working directly with young people, adults who manage and support other adults, adults who are experts in programme and activity areas, adults who support elements of the programme through Scout Active Support Units, as well as the Scout Network which provides development activities for adults aged 18-25.

The County Secretary, working in tandem with the County Chair and County Commissioner, provides organisational and administrative support to the County Executive Committee and the County Team.

Role Outline

The Secretary will support the Chair of the Executive Committee to ensure the smooth functioning and sound administration of the Scout County in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible to:
The County Scout Council and The County Chair.

Main Contacts:
County Chair, County Commissioner, other members of the County Executive Committee, County Administrator, District Secretaries, other members of the County Team.

Appointment requirements:
Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association’s policies). During the first five months of provisional appointment the relevant Getting Started modules (Module 01E) must be completed.

Main Tasks

The main tasks of the role are to:

• Provide administrative support to the running of the Executive Committee (charity trustee board)
• Act as Secretary for the relevant Scout Council, dealing with formal correspondence
• Work with the Chair of the Executive Committee to set meeting agendas and arrange meeting logistics for the Executive Committee.
• Taking accurate and accessible minutes of Executive Committee meetings
• Distributing agendas, minutes and supporting documents for Executive Committee meetings
• Maintaining accurate records for the administration of the Scout County including:
  o Committee and sub-committee meeting minutes,
  o Annual census details,
• Ensuring the safety and security of records maintained by the Executive Committee (e.g. financial, equipment records, HR etc), complying with appropriate legal requirements and the County data protection policy.

Other Tasks

Other tasks of the role are to:

• Communicating with members of the Executive Committee and relevant Scout Council as required.
• Support Districts and the County Commissioner in the completion of the Annual Census return.
• Preparing the appropriate administration for the Annual General Meeting and other meetings of the Scout Council, including collating the Annual Report and Accounts for the Annual General Meeting.
• To be a full and active participant in Executive Committee meetings and activities.
• To uphold the responsibilities of an Executive Committee trustee, as outlined in The Scout Association’s Policy Organisation and Rules.
• Willingness and eligibility to act as a Charity Trustee for the Scout County
• Contribute to the strategic aims and future development of the Scout County.

**Skills Required**

The County Training Manager must:

• Have strong organisational and administrative skills
• Have excellent communication skills
• Be able to work as part of a team
• Be able to think creatively and solve organisational and administrative problems
• Have good IT skills and have the ability to work with a variety of software solutions (e.g. MS Office, MS SharePoint)
• Be able to summarise information for different audiences
• Be willing to speak one’s mind and listen to the views of others.
• Be able to maintain independence and exercise objective judgement
Nomination form for County Secretary, Durham County

If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form below. It should then be sent to Durham Scout County Office via:

- E-mail: admin@durhamscouts.org.uk
- Post: The County Administrator, Durham Scout County, Moor House Adventure Centre, Rainton Gate, Houghton-le-Spring DH4 6QY.

You can also nominate online using our form at https://www.durhamscouts.org.uk/about-us/lead-our-adventures/ (please be sure to select the correct vacancy)

Please note that the closing date for receipt of nominations is 23rd June 2017.

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<th>Name of person you are nominating</th>
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<td>Their e-mail address</td>
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<tr>
<td>Their Scout Association membership number</td>
<td>(if appropriate and known)</td>
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Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description).


Please describe the relevant skills that this person has for the role (refer to role description).


Please outline why you felt motivated to complete the nomination/self-nomination.


Your name:  
Your telephone number:  
Your e-mail address:  