

DISTRICT COMMISSIONER HOUGHTON-LE- SPRING DISTRICT SCOUTS

Vacancy Pack and Role Description

Houghton-le-Spring District Scouts



ABOUT US

Houghton-le-Spring District is a Scout District operating within Durham Scout County with more than 800 young members and 180 adult leaders. We operate in the Hetton, Houghton and Washington areas of the City of Sunderland, supporting the delivery of Scouting across the 7 Groups, 7 Explorer Scout Units and the Scout Network in the District. Each week there are 36 section meetings at the 8 locations where our young people meet, providing over 70 hours of Scouting activities for young people.



SUPPORTING ADVENTURE

Houghton-le-Spring District Scouts are responsible for supporting the delivery of active and adventurous programmes for 6 and 7-year-old Beaver Scouts, 8 - 10-year-old Cub Scouts and 10 - 13-year-old Scouts organised in Scout Groups. The District is also directly responsible for the 14 - 17-year-old Explorer Scout section and the 18 - 25-year-old Scout Network.

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



YOUTH FOCUS

Though our YouthShaped initiative we reflect the fact that Scouting is a youth organisation led by young people and supported by adults.

Young people are at the heart of our decision making with respect to programme, events and competitions and influence our development strategies, local objectives, priorities and governance.



DEVELOPMENT

Scouting is a growing movement, with a 23% increase in youth numbers in Durham Scout County in the last five years. Supporting growth and development is important to ensure that we can accommodate the growing number of boys and girls who want to join the world's largest and most successful youth movement.

This means recruiting more adults and opening new provision to meet demand.



FIND OUT MORE

To find out more about us, please visit our websites at <http://www.hls-scouts.org.uk/> or 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.

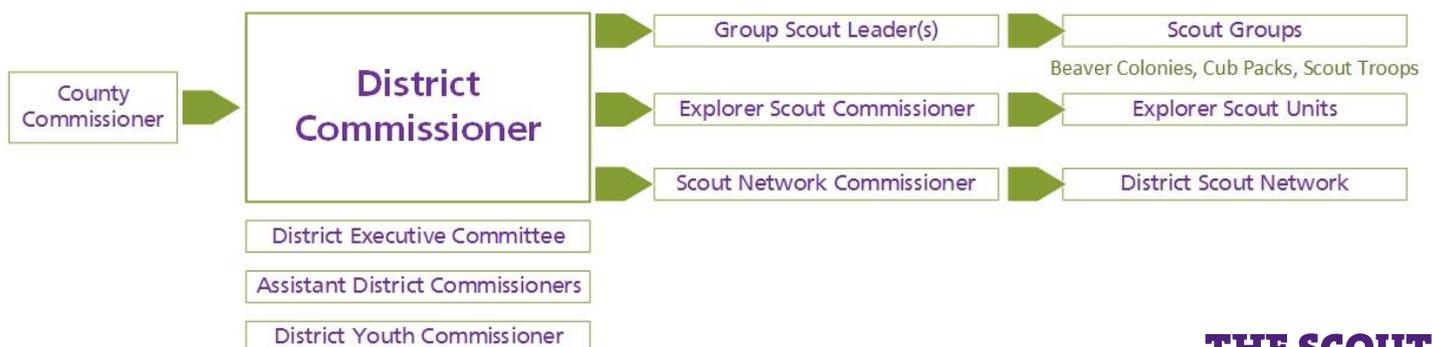
WHO ARE YOU?

We're looking for someone with management skills who can provide leadership, motivation and inspiration to volunteers. As District Commissioner you will support and guide adults through their Scouting journey and ensure that young people locally can access the best possible Scouting.



STRUCTURE OF THE SCOUT DISTRICT

The Line Management structure in your District is as shown below:



The District Commissioner line manages and supports Group Scout Leaders in the District as well as the District Youth Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner and other members of the District Team.

The District Commissioner is line managed and supported by the County Commissioner and is supported in matter of governance by the District Executive Committee.

THE SCOUT INFORMATION CENTRE

T: 0845 300 1818
 T (direct): 020 8433 7100
 F: 020 8433 7103
 E: info.centre@scout.org.uk
 W: www.scouts.org.uk

ROLE DESCRIPTION

This vacancy is for District Commissioner of Houghton-le-Spring District Scouts, which operates in in the Hetton, Houghton and Washington areas of the City of Sunderland. At the last annual census we had over 800 youth members between the ages of 6 and 18 involved in our Beaver, Cub, Scout, Explorer and Young Leader sections. We have over 180 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 District Commissioner, working in tandem with the District Chairman, would be the lead volunteer in the District. The District Commissioner will be supported by the County Commissioner, David Stokes and the Regional Support Team managed by Ruth Potts.

A full and comprehensive induction, as well as ongoing support will be provided to the successful candidate, which will include the opportunity to visit UK HQ, Gilwell Park, to meet with key staff and volunteers.

Purpose of the role

You will be required to:

- Lead the Scout District.
- Ensure that the District provides good quality Scouting for young people.
- Develop Scouting in the District.
- Promote and maintain the policies of the Association within the District.
- Proactively manage adults in the District.

Responsible to:

County Commissioner.

Responsible for:

Group Scout Leaders, District Youth Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, Deputy District Commissioner(s) (where appointed), Assistant District Commissioners, District Scouters, District Advisers.

Main Contacts:

Deputy District Commissioner(s), Assistant District Commissioners, District Chairman, District Explorer Scout Commissioner, District Scout Network Commissioner, members of the County Executive Committee and its sub-committees, other District Commissioners in the County, members of the local community, schools and other youth organisations.

Appointment requirements:

The completion of a Wood Badge relevant to the District Commissioner appointment.

Eligible for charity trustee status.

Main responsibilities

Note that some of the tasks for which the District Commissioner is responsible may be delegated to others in the District and a role share is possible.

Tasks may be delegated to Deputy District Commissioners (if appointed) and Assistant District Commissioners.

The following are the main tasks for which the District Commissioner is accountable:

- Producing a vision for the District and implementing a development plan to meet that vision.
- Ensuring that the Scout District thrives and has in place the best systems possible to support Scout Groups and Explorer Scout Units and all adults working in the District.
- Ensuring that Scouting in the District is attractive to young people and adults from all backgrounds
- Ensuring 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.
- Ensuring that problems within the District are resolved so that excellent Scouting is provided to young people in the District.
- Working with the County Commissioner and other District Commissioners in the County to share ideas and implement best practice initiatives to support Scouting in the County.

Core tasks

The role of District Commissioner has a number of functions relating to six key areas of management and leadership as shown overleaf.

4 District Commissioner Houghton-le-Spring District Scouts



Providing direction

As an effective District Commissioner you will be required to:

- Lead by example to promote a co-operative culture of working in the District.
- Create a vision for the future development of the District.
- Take into account the local environment and the strategic plan of The Scout Association and your County, develop a plan for the District and work with others to implement and review it.
- Provide leadership, inspiration and motivation for all Leaders and Commissioners working in the District.
- Ensure that everyone in the District follows the policies and rules of The Scout Association.
- Carry out regular one-on-one meetings with members of your team.

Working with people

As an effective District Commissioner you will be required to:

- Develop good working relationships, based on trust and Scout Values, with the adults within the District and with others.
- Identify the roles that you need to make the District work effectively and recruit suitable people into those roles.
- Allocate tasks to people within the District team and monitor their progress.
- Support adults in the District team to develop by completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
- Build a team spirit in the District and support the development of the team as a whole.
- Address conflict as it occurs within the District and reduce the likelihood of conflict through good communication and other methods.
- Run effective team meetings in the District and participate fully in the District Executive and County meetings.
- Ensure that adults in the District keep to the standards of performance required and that the

correct procedures are followed in consultation with the County Commissioner if serious problems occur.

- Carry out effective reviews and re-assign or retire people if necessary
- Build and maintain collaborative relationships with other, relevant organisations in your District's local area and other Scout Districts.

Achieving results

As an effective District Commissioner you will be required to:

- Satisfactorily complete projects in the District for which you are responsible.
- Ensure that all the initiatives in the District are managed carefully.
- Ensure that there are suitable processes in place within the District to ensure that Scouting is effectively delivered to young people.
- Work with the District Executive Committee and the District Team to ensure that Scouting is promoted locally.
- Build up an understanding of the young people in your local area and ensure that Scouting is promoted effectively to them including a focus on their needs and expectations.
- Monitor and review the progress that GSLs, District Explorer Scouts and the Scout Network are making against their targets and plans.
- Continually improve the performance of all elements of Scouting within the District.
- Have a robust District Development plan in place and regularly review progress.

Enabling change

As an effective District Commissioner you will be required to:

- Support and encourage adults in the District to think of new and creative ways to improve Groups, Explorer Scout Units and the Scout Network.
- Communicate your vision for the future of the District and lead people through changes that this vision requires.
- Develop effective plans to implement change and then carry them out, working together with relevant members of the District.
- Recognise the contribution of others towards change and improvement.

Using resources

As an effective District Commissioner you will be required to:

- As part of the District Executive Committee, ensure that appropriate financial measures are in place.
- As part of the District Executive Committee, ensure that there is an adequate income for the District including the identification of other income sources such as grants.
- Ensure that the health and safety of everyone involved in Scouting within the District is properly managed at all levels.
- Work with the District Executive Committee and the District Team to ensure that the District has sufficient physical resources to support its work with youth members.

- Work with the District Executive Committee and the District Team to minimise the negative impact and maximise the positive impact that the District has on the environment.
- Make decisions about matters within the District based on the best available information.
- Ensure that key knowledge within the District is properly managed and used to improve the operation of Scouting within the District.
- Provide resources, support and encouragement for teams of volunteers within the District to work in many ways.

Managing your time and personal skills

As an effective District Commissioner you will be required to:

- Agree realistic goals and targets with your County Commissioner for the development of the District that work towards The Scout Association's strategic objectives
- Consider the future requirements of your role then identify, plan and address areas for personal development
- Ask for and act on feedback about how you carry out your role
- Develop and maintain personal contacts with people both inside and outside of Scouting who may be able to help you to achieve your plans for the District
- Attend National, Regional or County District Commissioner meetings/days/workshops.

Person specification

Knowledge and experience

Essential

- Experience of managing adults.

Desirable

- Understanding of the challenges of working in the voluntary sector.
- Experience of youth and/or community work with adult groups.
- Recent experience of working in the Scout or Guide Movement as an adult.

Skills

Essential

- Motivate the team by being a great listener and communicator.
- Provide strategic direction for the District.
- Provide inspirational leadership for the District.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Enable others to identify issues, develop attainable objectives and gain the necessary skills and confidence to work as an effective team.
- Negotiate compromises.
- Plan, manage and monitor own tasks and time.
- Ability to use basic computer software.

Desirable

- Construct and implement long-term plans for development activities and be able to identify training, resourcing and other needs as necessary.

Aim, Values and Method

Essential

- An understanding of the needs of volunteers.
- Flexible approach.
- Self-motivated.
- Able to work as part of a team and promote good teamwork.
- Resourceful, energetic and enthusiastic about the job.
- Acceptance of the Aims and Methods of the Scout Movement.

Role Share

Potential candidates are encouraged to consider role share applications, whereby two or more persons share the responsibilities of the District Commissioner role, with each undertaking the responsibilities to which they are best suited.

Applications are welcomed from a small group of people who already possess a good idea of how they can work with each other to fulfil the responsibilities of the District Commissioner or from individuals willing to use their skills and experience as part of a team.



Nomination form for District Commissioner, Houghton-le-Spring District

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/> (please be sure to select the correct vacancy)

Please note that the closing date for receipt of nominations is **20th March 2018**.

Name of person you are nominating	
Their address	
Their telephone number	
Their e-mail address	
Their Scout Association membership number (if appropriate and known)	

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:	