

ROLE DESCRIPTION

Assistant County Commissioner (Activities)

Background

Hertfordshire Scouts has over 10,000 young people taking part in a wide range of Scouting activities every week across eighteen districts. The county has over 4,000 adults supporting the running of Scouting. The County is creating a leadership team to reopen Scouting in Hertfordshire as a result of the pandemic and to set itself up for continued success in the future.

Skills for Life - Our vision for 2023

By 2023 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.

Our vision is made up of 4 goals:

Growth	Inclusivity	Youth Shaped	Community Impact
We believe Scouting changes lives so we want to give every young person in the UK the opportunity to join.	Everyone, regardless of their background, should be able to participate in Scouting.	Every young person should be shaping their experience and developing their leadership potential.	Through community impacts projects, Scouting makes a difference not just to the individual but to whole communities.

These goals will be delivered by three pillars of work:

Programme	People	Perception
Develop amazing section leaders	Transform adult recruitment	Roll out of updated brand
Digital programme planning	Simpler training (focus on practical skills)	Resources to promote benefits of Scouting
'Off the shelf' programmes	Better online resources	Uniform review
Digital tools to track young people's progress	Improve young people joining process	
Review 14-25 year old provision	Reach under-represented communities	
Links to employability skills	Scouting in schools	
Partnerships to enhance the programme	Explore early years provision	

Outline: To work in partnership with the County/Deputy County Commissioners and Leaders in the County to support and facilitate the safe provision of activities.

Responsible to: Deputy County Commissioner

Main contacts: County Commissioner, District Commissioners, Manager Activity Centres and Support Functions, County Financial Controller, County Marketing and Communications Manager, Group Scout Leaders, County Team, Section Leaders, Activities Office at HQ, District and County Administrator, County Scout Network Commissioner, District Explorer Scout Commissioner, Members of County Scout Network, Explorer Scouts, Activity Assessors, Manager of the Activity Permit Scheme (MAPS), Assistant County Commissioners (Sections), County Advisers, County DofE Adviser, County Queen Scouts Award Co-ordinator, and Commercial Providers of Adventurous Activities.

Appointment requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the five months of Provisional Appointment the relevant Getting Started modules must be completed. A Wood Badge must be completed within three years of Full Appointment, and ongoing safeguarding and safety training must be undertaken.

Main tasks:

- Co-ordinate and support the County Activities Team
- Maintain essential working relationships with Assistant County Commissioner (Sections), District Commissioners, County Commissioner and Deputy County Commissioner
- Provide information and advise Leaders and Commissioners on activities and the rules.
- Promote national activities events
- Monitor and moderate the work of the County/Area Activity Assessors
- Liaise with Activities Office at HQ
- Represent views of your County to UK Activities Team
- Liaise with other youth agencies
- Innovate and promote new activities within the County
- Maintain up to date information on activity initiatives and circulate them widely
- Ensure awareness of new activity rules and adherence to them
- Advise members on issues relating to insurance and notification for certain activities
- Encourage the empowerment of young people in activities.
- Other tasks as agreed with County and Deputy County Commissioner

Person specification

Knowledge and experience

Essential:

- Ability to manage adults effectively
- Working knowledge of the Adventurous Activities Permit Scheme

Desirable:

- Understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movement as an adult
- Working knowledge and awareness of NGB schemes and qualifications relevant to the activities Scouting provides.

Skills

Essential:

- Excellent written and oral communication skills
- Provide advice and guidance effectively to others
- Provide inspirational leadership for the Activities Team
- Contribute to and coordinate strategic direction for the Activities Team
- Motivate adults volunteering in the Activities Team
- Build, maintain and facilitate effective working relationships with a wide range of people
- Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Ability to negotiate compromises
- Plan, manage and monitor own tasks and time
- Construct and implement long-term plans that improve and expand the Adventurous Activities offered to young people and identify any training, resources and other needs required to undertake this work
- Use basic computer software

Personal qualities

Essential:

- An understanding of the needs of adult 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 fundamentals of the Scout Movement