

## ROLE DESCRIPTION

### District Commissioner

#### 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 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 so that that the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

**Responsible to:** County Commissioner.

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

**Main contacts:** County Commissioner/Area Commissioner/Region Commissioner (Scotland), 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 Training Manager, Local Training Manager, members of the Regional Development Service, 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 Executive Committee). It's 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.
- Produce a vision for the District and implement a development plan to meet that vision.
- 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.
- Work with the County Commissioner and other District Commissioners in the County to ensure that the Scouting in the County thrives.

Some of the tasks for which the District Commissioner is responsible may be delegated to others in the District, including a Deputy District Commissioner, if appointed.

#### **Person specification**

##### **Knowledge and experience**

##### **Essential:**

- Ability to manage adults effectively

**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

**Skills**

**Essential:**

- Excellent written and oral communication skills
- Provide advice and guidance effectively to others
- Provide inspirational leadership for the District
- Provide strategic direction for the District
- Motivate adults volunteering in the District
- 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 Scouting 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

**Detailed description of the role**

The role of District Commissioner is based around six key areas of leadership and management.

**1. 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 that takes into account the strategic objectives of The Scout Association and the plans for your County.
- Develop a plan to realise the vision for the District, implement and regularly review it.
- Provide leadership, inspiration and motivation for all adults volunteering in the District.
- Ensure that everyone in the District 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 District Commissioner you will be required to:

- Develop good working relationships based on trust and Scout values with the adults in the District and with others in Scouting.
- Manage succession planning and 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 and monitor the progress of those tasks.
- Support adults in the District 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 it happening 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 perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the County Commissioner.
- Appropriately acknowledge good work carried out in the District (through local events and the national Scout adult award scheme).
- Carry out effective reviews and re-assign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the District's local area.

**3. 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 appropriately.
- With the District Executive Committee and the District Team 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.
- Monitor and review the progress that Group Scout Leaders are making against their targets and development plans.
- Have a robust District development plan in place and regularly review progress.
- Satisfactorily resolve problems and issues raised by adult and youth members of the District and by parents or carers of youth members in the District.

**4. 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 the District.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- 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.

**5. 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.
- Work with the District Executive Committee and Group Scout Leaders to ensure that Scouting in the District is safe.
- 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 all adults in the District have the right information provided in a timely manner and in the most effective way.

**6. Managing your time and personal skills** – as an effective District Commissioner you will be required to:

- Agree realistic goals and targets with the 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 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 meetings, workshops and events.