



Edition 1.4  
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# VOLUNTEER VACANCY PACK: DISTRICT COMMISSIONER

Information for anyone considering the volunteer role of District Commissioner

**UNLOCKING  
POTENTIAL**



Group Scout Leaders – **District Commissioners** – County Commissioners

# VOLUNTEER INFORMATION

## THE SCOUT ASSOCIATION

Today, The Scout Association has a membership in the UK approaching 600,000 individuals. Almost half a million young people participate in Scouting each week, supported by over 115,000 adult volunteers in numerous roles.

We provide fun, friendship and life-changing adventure to young people from every background, giving them the chance to experience the outdoors, build their confidence, and to reach their full potential. As the UK's largest co-educational youth movement, we help boys and girls to develop the skills and values they need to succeed in life.

Scouting Districts work to support local Scout Groups. The District Commissioner has over-arching responsibility for the District, supported by other volunteers, including an Executive Committee, comprising a Chair, Treasurer and Secretary, who oversee District decisions.

## THE CURRENT VACANCY

We're currently looking for a District Commissioner. This is a management role, and we need someone who can provide leadership, motivation and guidance to our other adult volunteers.

A large part of this role involves supporting managers of local Groups. For any adult volunteer in Scouting, their manager will be a regular point of call for support.

You don't need any prior experience of Scouting to apply for this role: we'll make sure you're fully trained and supported.

## SCOUTING IN YOUR AREA

**This vacancy, for the role of District Commissioner, is in:**

Scout District:

Location:

**Facts about this Scout District:**

Number of youth members:

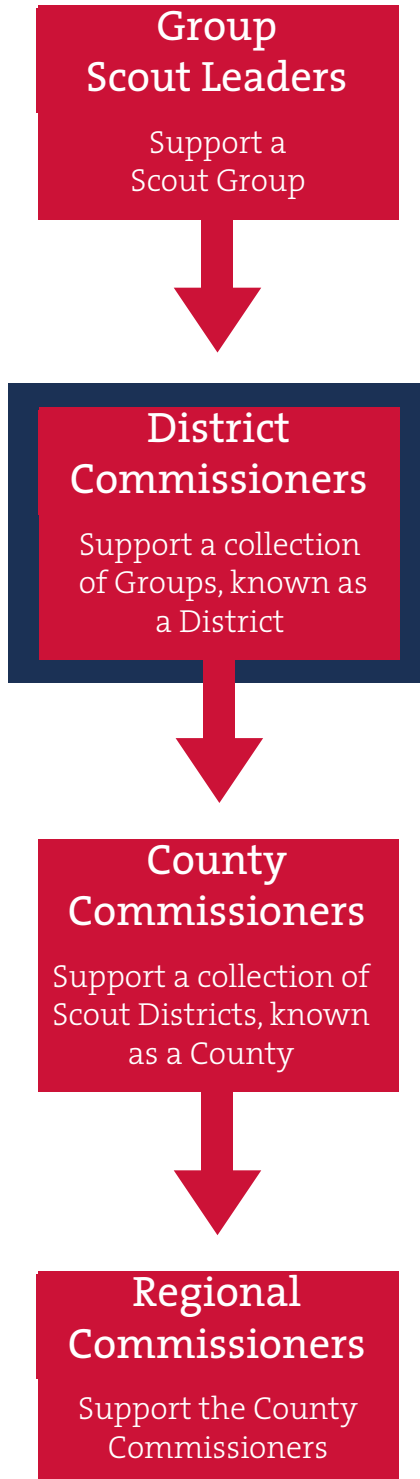
Number of adults:

Number of Scout Groups:

County Commissioner:



The management structure of Scouting is as follows:



Please note that we have used the term ‘Scout County’ throughout this pack: in Wales and Northern Ireland these are known as Areas, and as Regions in Scotland.

**GOOD SCOUTING MANAGERS**

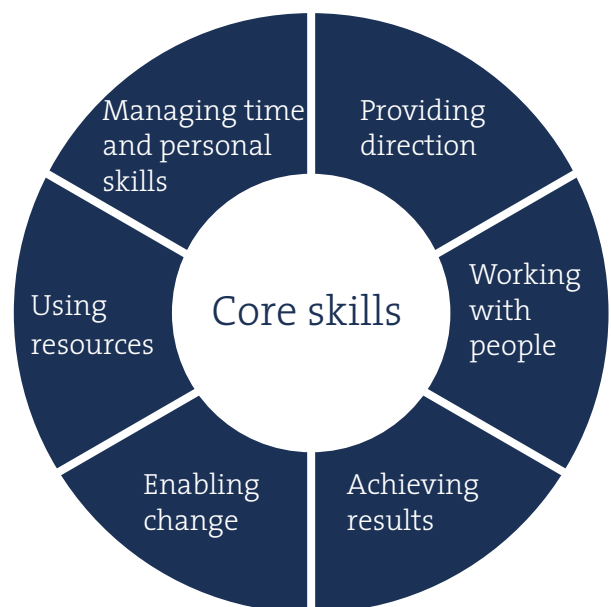
District Commissioners support other managers, known as Group Scout Leaders, and other volunteers. Adults at every level need support to ensure that they are motivated, inspired and focused on providing first-class Scouting. A good manager thanks other volunteers for their hard work, and helps to make sure that they feel happy and supported, week after week.

The District Commissioner will also provide direction for the District, and will help others see the bigger Scouting picture through solid leadership.

We believe that everyone in management roles within Scouting should adopt an approach that combines the skills of both leadership and management.

**CORE SKILL AREAS**

We’ve identified six core skill areas that make a good Scouting manager:



### 1. Providing direction

A good District Commissioner will create a vision for Scouting in their District, and provide clear leadership to implement that vision.

### 2. Working with people

It is vital that a District Commissioner can create team spirit amongst the other volunteers they work with, and can form effective working relationships based on trust and the fundamental principles of Scouting:

- integrity
- respect
- care
- belief
- cooperation

### 3. Achieving results

Good District Commissioners ensure that goals are achieved, plans are seen through to completion, and that good relationships are maintained within and between Scout Groups. Forging links within the local community is also an important aspect of development.

### 4. Enabling change

It is important for District Commissioners to encourage volunteers to think of creative ways to improve Scouting across the District. They should then provide the support to implement appropriate changes.

### 5. Using resources

A good District Commissioner will ensure that information and resources are available, helping volunteers across the District to continue to provide excellent Scouting opportunities to young people.

### 6. Managing time and personal skills

A good District Commissioner should use their time effectively, and be willing to continue to learn and improve their skills.

#### NEXT STEPS

Thank you for your interest in volunteering. On pages 5 and 6, you'll find a role description and person specification. There is further information about Scouting on pages 7 and 8, and the District Commissioner nomination and application forms are on pages 9 and 10.

You can apply for the role yourself using the application form, or nominate someone else using the nomination form. Nominated people are under no commitment to apply unless they wish to.

For more information, or for an informal chat about the vacancy, please contact:

Name:

Phone:

Email:

# ROLE DESCRIPTION

## ROLE 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. To ensure the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

**RESPONSIBLE TO:** County/Area/Regional Commissioner(s) (or deputies, if appropriate).

## RESPONSIBLE FOR:

- Deputy District Commissioners
- Assistant District Commissioners
- Group Scout Leaders
- District Explorer Scout Commissioner
- District Scout Network Leaders
- District Scout Active Support Managers
- District Scouters
- District Advisers
- Nights Away Advisers
- District Media Development Manager

## APPOINTMENT REQUIREMENTS:

Must complete the relevant training (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).

## MAIN TASKS:

- Ensure that the District thrives and has the best systems in place to support Groups, support all adult volunteers in the District, and to develop Scouting in the District
- Provide line management and support to adults in the District who 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 varied backgrounds.
- Ensure that the District has an adequate team of supported and appropriate adults, working effectively together and with others to meet the needs of the area.
- Ensure that problems within the District are resolved so that excellent Scouting is provided to young people.
- Work with County/Area/Regional Commissioner(s) and other District Commissioners to ensure that Scouting thrives.

**Note:** Some of the District Commissioner's tasks may be delegated to others in the District, including a Deputy District Commissioner, if appointed.

A more detailed role description can be found at: <http://bit.ly/2fo4Tc3>

# PERSON SPECIFICATION

<b>Knowledge and experience</b>	<b>Essential/Desirable</b>
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	Desirable
Experience of working in the Scout or Guide Movements as an adult	Desirable
<b>Skills</b>	<b>Essential/Desirable</b>
Excellent written and oral communication skills	Essential
Provides advice and guidance effectively to others	Essential
Provides inspirational leadership for the District	Essential
Provides strategic direction for the District	Essential
Motivates adults volunteering in the District	Essential
Can build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enables 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	Essential
Plans, manages and monitors own tasks and time	Essential
Can 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
Can use basic computer software	Essential
<b>Personal qualities</b>	<b>Essential/Desirable</b>
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
Acceptance of the fundamentals of the Scout Movement	Essential

# FUNDAMENTALS OF SCOUTING

The following outlines the fundamental values and methods of the Scout Movement, and explains why and how we run our organisation in the way we do.

## THE PURPOSE OF SCOUTING

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

## THE VALUES OF SCOUTING

As Scouts, we are guided by these values:

<b>Integrity</b>	We act with integrity; we are honest, trustworthy and loyal.
<b>Respect</b>	We have self-respect and respect for others.
<b>Care</b>	We support others and take care of the world in which we live.
<b>Belief</b>	We explore our faiths, beliefs and attitudes.
<b>Co-operation</b>	We make a positive difference; we cooperate with others and make friends.

## THE SCOUT METHOD

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting. This will involve:

- Young people and adults enjoying what they are doing and have fun
- Taking part in activities indoors and outdoors
- Learning by doing
- Sharing in spiritual reflection
- Taking responsibility and making choices
- Undertaking new and challenging activities
- Making and trying to live by the Scout Promise.



# YOUNG PEOPLE FIRST

The 'young people first' code of practice, or Yellow Card, sets out a code of acceptable behaviour for all adults in Scouting.

Every adult receives a Yellow Card as part of their ongoing training.

## CODE OF BEHAVIOUR



- Do** remember that you are a role model at ALL times, inside and outside Scouting
- Do** treat everyone with dignity and respect in line with the Scouting Values
- Do** treat all young people equally - do not show favouritism
- Do** follow the adult to young person ratios at all times
- Do** remember that you have been placed in a position of trust - do not abuse this
- Do** report all allegations, suspicions and concerns immediately
  
- Do** remember that someone may misinterpret your actions
- Do** respect a young person's right to personal privacy
- Do** act within appropriate boundaries even in difficult circumstances
- Do** encourage an open and transparent culture
- Do** create an environment where young people feel safe to voice their concerns
- Do** have appropriate sleeping arrangements and changing facilities for young people, adults and Young Leaders
- Do not** drink alcohol when you are responsible for young people and never allow young people on Scouting activities to drink alcohol
  
- Do not** trivialise abuse or let it go unreported
- Do not** join in physical contact games with young people
- Do not** overstep the boundaries between yourself and young people by engaging in friendships or romantic or sexual relationships
- Do not** allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits
- Do not** use inappropriate, suggestive or threatening language
- Do not** plan to be alone with a young person - do plan activities that involve at least one other adult being within sight and hearing
- Do not** rely on your reputation or position to protect you



# NOMINATION FORM

If you think you know the right person for this District Commissioner role, please complete the nomination form below. Nominating an individual does not commit them to applying, but, if they choose to, they will be required to complete a more thorough application form.

## Nominee's details

Name

Telephone number

Email address

Please outline why you felt motivated to nominate this person for the role of District Commissioner:

Nominated by

Telephone number

Email address

Please return this form to:

The closing date for receiving nominations is:

VACANCY PACK: **DISTRICT COMMISSIONER**

# APPLICATION FORM

If you are interested for applying for this District Commissioner role, please complete the application form below.

Name

Telephone number

Email address

Please outline why you want to apply for the role of District Commissioner:

Please briefly explain why you would be suitable for this role, including professional and voluntary experience, within or outside Scouting (refer to role description):

Please describe the skills you would bring to this role (refer to person specification):

Please return this form to:

The closing date for receiving nominations is: