

# District Commissioner

**(Local Volunteer Manager)**



# Pocklington

**Volunteer Vacancy Pack**

# About us

## Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 6 to 25-year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



## What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

## What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community-based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

## Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community-based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

## Our strategy

A new strategic plan for Scouting across the UK is currently nearing completion to secure a strategic direction through to 2023 and to grow on the success of the current plan. Team UK (the team of commissioners that leads Scouting across the UK) will play a key part in leading the delivery of this strategy. More details on the work towards our new plan are available at [www.scouts.org.uk/ourplan](http://www.scouts.org.uk/ourplan).



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**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.**

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Further information on our strategic objectives are provided on our website at [www.scouts.org.uk/ourplan](http://www.scouts.org.uk/ourplan).

# Scouting's fundamentals

## Our mission

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

## Our values

As Scouts, we are guided by these values:

**Integrity**

**Respect**

**Care**

**Belief**

**Co-operation**

Further information on our fundamentals, including details of our values, are provided on our website at <http://scouts.org.uk/about-us/key-policies/fundamentals-of-scouting/>



# Scouting's key policies

In common with all members in Scouting, District Commissioners are required to promote and follow our key policies. The policies cover:

**Child Protection**

**Equal Opportunities**

**Religion**

**Safety**

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>

# The role

## Overview

We're currently looking for a District Commissioner. This is a management role, and we need someone who can provide leadership, inspiration, 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.

## About the District (Area) Covered

Pocklington Scout District covers Market Weighton, Holme Upon Spalding Moor, Pocklington, Stamford Bridge and the surrounding areas .

Number of Youth Members: 376\*

Number of Adult Volunteers: 105\*

Number of Scout Groups: 5

\*As of 31<sup>st</sup> January 2020

Pocklington District is part of Humberside Scout County which encompasses East Yorkshire, North and North East Lincolnshire.

You will be supported in your role by the County Commissioner and the County team.

## More Information

For an informal chat about the requirements of the role or if you have any questions or queries, please contact Alan Hayward – Deputy County Commissioner (Adult Support) using the following:

Email: [alan.hayward@humbersidescouts.org.uk](mailto:alan.hayward@humbersidescouts.org.uk)

Telephone 07803 503749

## 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

## Providing direction

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

## 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

## 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.

## 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.

## 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.

## 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.

# Role description

|                              |  |
|------------------------------|--|
| <b>Purpose:</b>              | 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.  |
| <b>Appointed by:</b>         | County Commissioner  |
| <b>Responsible to:</b>       | County Commissioner  |
| <b>Responsible for:</b>      | 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.  |
| <b>Key Alliances:</b>        | County Leadership Team, other District Commissioners locally and regionally, Adult Training Team   |
| <b>External contacts:</b>    | Local Community Leaders, Councillors, Guiding, other youth organisation, other groups and organisations with community interest  |
| <b>Key tasks:</b>            | <p>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.</p> <p>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.</p> <p>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.</p> <p>Support UKHQ to deliver <u>Preparing Better Futures</u> by working towards the District actions.</p> <p>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.</p> <p>Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.</p> <p>Work with the County Commissioner and other District Commissioners in the County to ensure that the Scouting in the County thrives.</p> <p>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.</p> |
| <b>Time commitment:</b>      | <p>Approximately 5-10 hours a week.</p> <p>Most of our volunteers give their time at evenings and weekends.</p>  |
| <b>Terms of appointment:</b> | <p>Must complete the relevant training (a wood badge) within three years of taking up the role.</p> <p>Must be eligible for charity trustee status (as a member of the District Executive Committee).</p> <p>It is expected that whilst volunteering for this role you will undertake regulated activity therefore require a disclosure check (DBS).</p>   |
| <b>Expenses:</b>             | All personal expenses are covered including a mileage rate as agreed by the District Trustees  |

# Person specification

## Skills and abilities:

- 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 is essential

## Knowledge and experience:

- Ability to manage adults effectively
- Understanding of the challenges of working in the voluntary sector is desirable
- Experience of working with young people and/or community work with adult groups
- Desirable Experience of working in the Scout or Guide Movement as an adult

## Personal qualities:

- An understanding of the needs of adult volunteers
- Flexible approach Essential 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



# How to apply

## Key dates

The closing date for applications is **31<sup>st</sup> October 2020**.

## District Inclusion

The Scout District will be consulted formally and invited to offer nominations from both members and non-members

## Applications:

Applicants are welcomed to apply by downloading the form from the County Website or by contacting Alan Hayward (Deputy County Commissioner – Adult Support) via this link:

<https://www.humbersidescouts.org.uk/volunteer-vacancies>

## Nominations:

We welcome nominations and will approach the nominee. Nominations should be made via County Website or by contacting Alan Hayward (Deputy County Commissioner – Adult Support) via this link:

<https://www.humbersidescouts.org.uk/volunteer-vacancies>

## Interview

The Search Committee will shortlist applicants / nominees and invite them for interview. The applicants / nominees will be invited to describe how they plan to develop scouting within the District at the interview. Applicants are invited to choose how they wish to set out their vision. This can be with a presentation, however, applicants are invited to use formats they are comfortable with and innovate.

## Appointment

The County Appointments Advisory Committee will be consulted in line with the standard appointment process. They will consider the recommendation of the Search Committee upon which the applicants will be informed of the outcome.

# Further information

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