

**Bury St Edmunds District Commissioner Team**

**Role Descriptions**

**Background**

Bury St Edmunds is one of eight districts in Suffolk and has 12 Groups, 6 Explorer Units and 1 Network Group serving almost 550 young people and with an adult support of almost 250. The District is now seeking a new District Commissioner and newly created roles of Deputy District Commissioners to take the District forward to support and deliver the Skills For Life Strategy set out by the Scout Association.

**Skills for Life**

The 5-year (now 7 year due to Covid) strategy was launched in 2018 to support the mission of the Scout Association, namely “Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society. ​” The strategic vision of Skills for Life is “By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.” ​Our vision is made up of four goals.



These goals will be delivered by four pillars of work namely:



The new District team is aligned around these pillars to deliver more successful scouting to Bury St Edmunds.

**Deputy District Commissioner**

**Outline Role Description**

The deputy district commissioner reports to the District Commissioner and has specific responsibility within the district on co-ordinating people in terms of succession planning, adult development, growing new groups and sections and operationally ensuring the district is running effectively. This supports the Skills for Life work stream “People”: More, well trained, better supported and motivated adult volunteers, and more young people, from diverse backgrounds. ​

**Outline:** To support District Commissioner in the management of 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:** District Commissioner

**Responsible for:** 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, 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/Area Scout Network Commissioner, County/Area Training Manager, Local Training Manager, members of the Regional Development Service, Local Development Officers or Field Commissioner (as appropriate), 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 is expected that whilst volunteering for this role you will undertake regulated activity.

**Main tasks:**

• Support as directed the District Commissioner

• 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.

• Support and contribute to a vision for the District and support the implementation of 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.

• Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.

• Work with the District Commissioners in the County to ensure that the Scouting in the County thrives.

**Person specification**

**Knowledge and experience Essential/Desirable**

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 Movement as an adult Desirable Skills Essential/Desirable Excellent written and oral communication skills Essential Provide advice and guidance effectively to others Essential Provide inspirational leadership for the District Essential Provide strategic direction for the District Essential Motivate adults volunteering in the District Essential Build, maintain and facilitate effective working relationships with a wide range of people Essential Enable 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 Plan, manage and monitor own tasks and time Essential 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

Use basic computer software Essential

**Personal qualities Essential/Desirable** 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

**Detailed Description of the role**

1. **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.

• Run effective team meetings in the District and participate fully in the District Executive and County/Area/Region (Scotland) meetings.

• Carry out effective reviews and re-assign or retire people if necessary.

1. **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.

• Monitor and review the progress that Group Scout Leaders are making against their targets and

development plans.

• 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.

1. **Enabling change – as an effective District Commissioner you will be required to:**
* Ensure that culturally change is seen as positive in the district at all levels. Encourage initiatives which bring about acceptance of change.
1. **Using resources – as an effective District Commissioner you will be required to:**

• 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 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.

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

• 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/Area Commissioner/Region Commissioner (Scotland).

• Ask other adult volunteers for feedback about how you carry out your role and act on it.

• Attend National, Regional and County/Area/Region(Scotland) meetings, workshops and events.