

# **VOLUNTEER VACANCY PACK DISTRICT COMMISSIONER**



# ABOUT SCOUTING



## WHO WE ARE

Every year we help 400,000 young people in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just young people who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more go to [www.scouts.org.uk](http://www.scouts.org.uk)



## VOLUNTEERING

Volunteering for us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people?



How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose, we'll make sure you're properly trained and supported.

## WHO ARE YOU?

We're looking for someone with management skills who can provide leadership, motivation and inspiration to volunteers. As District Commissioner you will support and guide adults through their Scouting journey and ensure that young people locally can access the best possible Scouting.

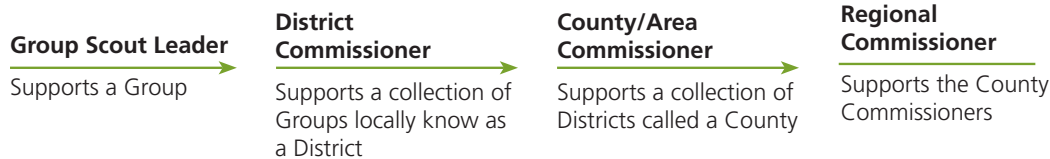


## SCOUTING IN YOUR AREA

The Line Management structure in your area will be as follows:

## THE SCOUT INFORMATION CENTRE

T: 0845 300 1818  
 T (direct): 020 8433 7100  
 F: 020 8433 7103  
 E: [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)  
[www.scouts.org.uk](http://www.scouts.org.uk)



These people have responsibility for a number of things – developing Scouting, ensuring safety, and that the policies of The Scout Association are upheld. They also manage and support adult volunteers in Scouting. For any adult in Scouting, their 'Line Manager' will always be a regular point of call for support.

Thank you for your interest in volunteering with the Scout Association. Contained in this pack is a role description and person specification for the role of District Commissioner. If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form at the rear of the document and send it to the person named. If you would like more information or an informal chat about the role please contact:

Name:  Phone:

Email:

# ROLE DESCRIPTION

## District Commissioner

**Click to download:**

**The Key Policies**

**The Yellow Card**



### This vacancy is for

Name of Scout District

Located

### This District has

Number of youth members

Number of adults

The County Commissioner is

### Purpose of the role

To proactively manage and support adults in the Scout District, ensuring that it runs effectively. The District Commissioner will also ensure that Scouting within the District develops in accordance with the rules and policies of The Scout Association, enabling the District to provide good quality Scouting for young people.

#### Responsible to

County/Area/Regional (Scotland) Commissioner (or deputy if appropriate).

#### 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.

#### Appointment requirements

You must complete the relevant training (a Wood Badge) within three years of taking up the role. You must be eligible for charity trustee status (as a member of the District Executive Committee).

### Main responsibilities

- 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 is attractive to young people and adults from all backgrounds in the District.
- Ensure that the District has an adequate team of 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 County/Area/Regional (Scotland) Commissioner and other District Commissioners in the County/Area/Region (Scotland) to ensure that the Scouting in the County/Area/Region (Scotland) 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.

## Core tasks

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



## Desirable

- To have an 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.
- Ability to build, maintain and facilitate effective working relationships with a wide range of people.

## Personal qualities

### Essential

- An understanding of the needs of adult volunteers.
- A 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.

## Person specification

### Essential

- Ability to manage adults effectively.
- 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.
- 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.
- Ability to use basic computer software.

# Nomination form District Commissioner



If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form below.

Name of nominee	<input type="text"/>	
Address	<input type="text"/>	
Telephone	Daytime	Evening
	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	
Membership number (if appropriate and if known)	<input type="text"/>	

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description).

Please describe the relevant skills that this person has for the role (refer to role description).

Please outline why you felt motivated to complete the nomination/self-nomination.

Nominated by	<input type="text"/>	
Contact details (name, address, phone/mobile number, email)	<input type="text"/>	
Signature	<input type="text"/>	Date <input type="text"/>

This form should be returned to.....

The closing date for receipt of applications is ..... (adding year is not compulsory.)

Notes: 1. Please copy this blank form if making more than one nomination. 2. Self-nominations are welcome. 3. All nominations are dealt with in the strictest confidence.