

Role Title: Deputy District Commissioner – People



Overview

This vacancy is for Deputy District Commissioner (People) for Ely District Scouts, which operates in the county of Cambridgeshire. At the last annual census, we had over 500 youth members between the ages of 6 and 18 involved in our Beaver, Cub, Scout, Explorer and Young Leader sections.

There are over 200 adult volunteers, who undertake various roles including:

- Working directly with young people.
- Managing and supporting other adults.
- Sharing expertise in programme and activities.
- Supporting elements of the programme through Scout Active Support Units as well as the Scout Network which provides development activities for adults aged 18-25.

The Deputy District Commissioner (People) will work with members across the District to promote our brand values, deliver positive external communications, publicise scouting's modern vibrant appeal and ensure that our communities know that scouting exists and how their children can access it. This role, in partnership with the District Commissioner, District team and Groups will support the District to provide effective internal communication, and to ensure Scouting is understood, visible, trusted and respected.

The role is open to anyone interested in developing media and communications provision, and no previous scouting experience is required.

Role Description

- Purpose:**
- To work with others to ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District and to ensure that the District has an adequate team of well supported and appropriate adults working effectively together and with others to meet the Scouting needs of the District.
 - Increase the retention of adult volunteers.
 - Build Team Spirit and pride in a District identity ("non-stop-fun-filled-action-packed-adventure") and improve support systems both for individuals and teams as a whole.
- Appointed by:**
- District Commissioner (with the approval of the District Appointments Advisory panel).
- Responsible to:**
- District Commissioner
- Responsible for:**
- Volunteers supporting the role of Deputy District Commissioner (People)
- Main contacts:**
- District Commissioner, District Team members, Training managers and advisors, Group Scout Leaders, DESC, Young Leader Leader, Adult members
- Time commitment:**
- The time required is flexible, however you would be expected to attend regular District Meetings plus any relevant County and Group meeting(s) as required. To be effective it is anticipated you should be able to commit on average some 2-3 hours per week.
- Terms of appointment:**
- The completion of a Manager and Supporter Wood Badge relevant to the Deputy District Commissioner (People) appointment.
- Expenses:**
- All out of pocket of expenses will be reimbursed

Person Specification

- Responsibilities:**
- Raise and support the awareness of the importance of high quality and effective people management.
 - Identify needs and opportunities to support new and existing adult members.
 - Support adults in the District to complete formal training requirements, learning in role, trying out new skills and help them identify and address problems affecting performance.
 - Address conflict as it occurs in District and reduce the likelihood of it happening through good communication and other methods.

- Manage any volunteers that support the role of Deputy District Commissioner (People).
- Help provide opportunity for adults to socialise and have FUN.

Personal qualities:

- Accept and promote the fundamentals of Scouting and complete relevant training (Wood Badge) within three years of appointment;
- Accept the policies and rules of The Scout Association;
- Have recent experience of working in the Scout or Guide movement as an adult;
- Understand the importance of diversity and inclusion in meeting the aims of the Scout Association;
- Be aware of the National Strategic Plan;
- Be able to build, maintain and facilitate effective working relationships based on trust and Scout values with a wide range of people;
- Be able to travel across the District and have the time necessary to undertake the role effectively;
- Have an understanding of the needs of adult volunteers as well as an understanding of the needs and expectations of young people in the District so that exciting Scouting can be delivered effectively to young people;
- Be able to work within predefined limits (for example, timescales and budgets);
- Be computer literate;
- Have knowledge of GDPR;
- Be enthusiastic and able to inspire and enthuse others;
- Be a good listener with ability to negotiate compromise;
- Provide sound advice and guidance;
- Be able to lead project teams;
- Have good written and oral communication skills;
- Possess good presenting and facilitating skills;
- Have practical experience of running effective team meetings and enjoyable and engaging workshops/courses;
- Have a flexible, pragmatic and proactive approach;
- Be self-motivated with the ability to plan, manage and monitor own tasks and time;
- Be open minded and personable.

How to apply / nominate

The closing date for applications / nominations is Friday 28th June 2019.

Process

For an informal, confidential, discussion email: dc@elydistrictscouts.org.uk

Complete the application form (Appendix A) / nomination form (Appendix B) and submit by the closing date.

E-mail to dc@elydistrictscouts.org.uk or

post to

John Wells

Ely District Scouts

60 Twentypence Road

Wilburton

Ely CB6 3PU

All applications / nominations will be considered by Monday 8th July 2019. Relevant interviews and presentations will then be arranged for shortlisted candidates – dates and venues TBC. Appointees are expected to be in role by the beginning of September.

Appendix A – Application Form

If you would like to apply for the role of DDC – People please complete this form

Name	
Telephone number	
E-mail address	
Current role (s) in scouting (if applicable)	

Please outline briefly why you want to apply for this role

Please briefly explain why you would be suitable for this role, including professional and voluntary experience (refer to role description and key tasks)

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

Appendix B – Nomination Form

If you know the right person to take on the role of DDC People and would like to nominate them please complete this form (note that nominating an individual does not commit them to applying)

Insert details of the person you are nominating here	
Name	
Telephone number	
E-mail address	
Current role (s) in scouting (if applicable)	

Please outline briefly why you felt motivated to nominate this person for the role
--

Please briefly explain any relevant experience, skills or attributes you feel they would bring to this role (refer to role description and key tasks)

Insert your details here	
Name	
Telephone number	
E-mail address	
Have you told this person that you have nominated them?	