

# Role Title: Deputy District Commissioner – Programme



## Overview

This vacancy is for Deputy District Commissioner (Programme) 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 (Programme) will work with members across the District to raise and support the awareness of the importance of high quality programme delivery – encouraging and inspiring young people, adult volunteers and partners to achieve this. This role, in partnership with the District Commissioner, District team and Groups will support the District to consistently deliver fun, inspiring and high quality programmes.

## Role Description

- Purpose:**
- As a member of the District Leadership Team the DDC (Programme) works in partnership with the District Team and the District Executive Committee to support the delivery of fun, inspiring and high quality programmes that are challenging, relevant and rewarding for every young person in the district;
- Appointed by:**
- District Commissioner (with the approval of the District Appointments Advisory panel.
- Responsible to:**
- District Commissioner
- Responsible for:**
- A team of sectional Programme Champions;
- Internal contacts:**
- District Executive Committee, other District Team members, County & HQ Specialist Advisors, Group Scout Leaders.
- 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 4-6 hours per week.
- Terms of appointment:**
- The completion of a Manager and Supporter Wood Badge relevant to the Deputy District Commissioner (Programme) appointment.
- Expenses:**
- All out of pocket of expenses will be reimbursed

## Person Specification

- Responsibilities:**
- To provide support to our amazing leaders to consistently deliver an inspiring and engaging programme and prepare more young people with skills for life by:
    - Forming a team of leaders – one for each section – who are fully aware of the programme requirements for each age group – the sectional 'Programme Champions';
    - Carry out a review within the District to assess whether groups are fully delivering the Scout programme;
    - Develop a District wide strategy to ensure all aspects of the Scout programme are available to every young person in the District;
    - Identify areas where groups or sections are struggling to deliver at a local level and where possible assist groups to deliver at a local level;
    - Provide opportunities at a District level, where possible, to fill any gaps;
  - Empower the young people in the District to influence how the Scout programme is delivered and to recognise the advantages this can give them as they grow older by:
    - Holding regular 'youth forums' to engage with the young people of all ages;

- Facilitating the completion of the Teamwork and Team Leader Challenge Awards;
- Encouraging the youth members to achieve the top awards;
- Encouraging 14-25 year olds to use their Scouting achievements when applying for college or work.
- Promote increased Community impact by:
  - Running quality community impact projects;
  - Ensuring all sections run an 'A Million Hands' project or organise one at District level;
  - Facilitating the completion of the Community Impact Staged Activity Badge by all youth members.
- Increase the use of digital programme planning and progress tracking by:
  - Promoting the latest digital programme planning tools to all leaders to reduce necessary programme planning time;
  - Promoting the latest digital tools to track progress to all leaders.
- Liaise, as necessary, with the Deputy County Commissioner for Programme with feedback and/or assistance required at a County level.

**Personal qualities:**

- Have a good understanding of HQ brand and vision documents;
- Proven ability to build, develop and maintain an effective working relationship with both senior management and teams of adult volunteers;
- Practical experience of delivering effective meetings;
- Practical recent experience of working in the Scout or Guide movement as an adult;
- Be enthusiastic, proactive and able to enthuse the importance of the quality of the programme delivery;
- Be able to travel across the District and have the time necessary to undertake the role effectively;
- Be able to motivate adults and young people in the District;
- Be computer literate;
- Be able to work well in meetings;
- Possess good presenting and facilitating skills;
- Be persuasive;
- Have the ability to negotiate compromises;
- Be able to work within predefined limits (for example timescales and budgets);
- Accept the policies and rules of The Scout Association;
- Willing to become a member, take The Scout Association Promise and wear the Scout Uniform;
- Accept and promote Scouting's fundamentals and the implementation of the youth programme.

## How to apply / nominate

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

## Process

For an informal, confidential, discussion email: [dc@elydistrictscouts.org.uk](mailto: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](mailto: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 8<sup>th</sup> 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 – Programme 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 Programme 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
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Please briefly explain any relevant experience, skills or attributes you feel they would bring to this role (refer to role description and key tasks)
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Insert your details here	
Name	
Telephone number	
E-mail address	
Have you told this person that you have nominated them?	