

Scouts
Gloucestershire



DEPUTY COUNTY COMMISSIONER – PROGRAMME AND ACTIVITIES

VACANCY PACK AND ROLE DESCRIPTION

We are looking for a volunteer manager for Programme and Activities who wants to impact the lives of thousands of young people and adult volunteers by being the person who leads and manages a team of highly experienced and talented volunteers to deliver and support exciting programmes and activity opportunities in Gloucestershire, nationally and internationally.

Closing Date: 31st January 2023

GLOUCESTERSHIRE SCOUTS



About Us:

We are Gloucestershire Scouts, and everyone is welcome here. All genders, races, and backgrounds.

Each week, we give more than 6,200 young people aged 4 – 25 across Gloucestershire, the skills for life.

By that, we mean we are helping young people to build the skills they need for school, college, university, job interviews, that important speech, the tricky challenge, and their big dreams. Our vision is based on three simple words - Aspire, Prepare and Achieve. Gloucestershire Scouting aim that by 2025 we aspire to have a community of young people and adults/volunteers who are prepared for their future and be able to achieve their full potential.

You will find Scouting in every community across Gloucestershire, from trekking in the Forest of Dean to kayaking down the River Avon at Tewkesbury or camping in our numerous locations. We get up to lots of activities right on your doorstep, so you are not too far away from a group right now.

All this happens thanks to hundreds of volunteer leaders, trustees and managers doing their part and we have been doing this for over 100 years, so we have a wealth of experience at our fingertips.

THERE IS PLENTY GOING ON

The county of Gloucestershire comprises of over 75 groups divided into 8 Districts – these groups offer everyday adventure to young people, both girls and boys in over 300 sections. Our sections consist of Squirrels Scouts (4–6-year-old), Beaver Scouts (6–8-year-olds), Cub Scouts (8–10-year-olds), Scouts (10–14-year-olds), Explorer Scouts (14–18-year-olds) and South Network (18–24-year-olds).

SUPPORTING ADVENTURE

Gloucestershire Scouts is responsible for supporting the delivery of active and adventurous programmes for all our youth sections. Many Gloucestershire-based activities are supported by our brilliant and amazing programme team –

this is the team of volunteers you would be managing within this role. It is true that in this manager and supporter role, you are profoundly changing lives.

YOUTH FOCUS

Through our Youth Shaped initiative, we reflect that Scouting is a youth organisation led by young people and supported by adults. That is why in Gloucestershire, young people are at the heart of our decision making with respect to programmes, events and competitions and influence our development strategies, local objectives, priorities, and governance.



ACTIVITIES AND ADVENTURE

Scouting is a growing movement, and we are continually striving to offer further opportunities to all young people to develop skills for life, build confidence and achieve top awards.

We aim to offer a broad range of adventurous and challenging activities that engage and excite young people. These add excellent value to our overall programme offer to ensure young people have the best scouting experience that we can in Gloucestershire.

Continually improving and developing our activities offer and supporting Districts and Groups to expand the opportunities available will enable Scouting in Gloucestershire to flourish, grow and lead the way in youth adventure, success, and development. We are committed to achieving this safely while growing the number of highly trained and skilled leaders with the relevant permits to lead activities.



New to the Scouts

Who we are

Gloucestershire Scouts are part of a worldwide family of Scouts. But, here in the UK we help more than 500,000 young people enjoy new adventures; to experience the outdoors, interact with others, gain confidence, and reach their full potential. And it is not just the young people who can get in on the action. Thousands of adult volunteers are collaborating with our youth members with a vast variety of roles and opportunities available.

To find out more about what Scouts do across the country, go to www.scouts.org.uk

Deputy County Commissioner (Programme and Activities) – Gloucestershire Scouts

Volunteering

Volunteering for us is easy, fun and offers countless 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 do not need any previous experience.

We have a wide variety of roles to suit everyone, and whatever you choose, we will make sure you are trained and supported.

Who are you?

We are looking for someone with the ability to manage, who can provide strategic leadership, support, motivation, and inspiration to volunteers.

As Deputy County Commission (Programme and Activities) you will lead a team to deliver and support the County with particular emphasis on:

- direction, and strategy for youth-shaped programmes.
- increasing the quality of programmes delivered across Gloucestershire
- increasing the numbers of young people achieving their top awards
- supporting sectional leaders throughout the County, and
- ensuring a focus on Youth Shaped Scouting,

YOU WILL WORK WITH?

As the person responsible for leading the programme and activities team within Gloucestershire, you will collaborate with other members of the County Leadership Team.

Within your team you will have:

- people and smaller teams responsible for each youth section,
- others that support the provision of activities including international expeditions and large events and ones that support other adults to deliver their own activity programmes.



Role Description

Deputy County Commissioner (Programmes and Activities)

Purpose of the Role

The Deputy County Commissioner (DCC) (Programme and Activities) has overall strategic responsibility for leading and managing the County's Programme and Activities Team with particular emphasis on programme delivery and programme support. As a member of the County's leadership team, the DCC (Programme and Activities) works in partnership with the County Commissioner and the rest of the County Leadership Team to ensure that Scouting in Gloucestershire:

- Lives by its values, meets its purpose, and is delivered using its methods.
- Adheres to the Scout Association's policies
- Is delivered in partnership between adults and young people

Responsible to: County Commissioner

Responsible for: Assistant County Commissioners for: Section Support, DofE, Events, International, Youth Awards Advisor, Adventurous Activities and County Active Support Units.

Time and Resources: The DCC (Programme and Activities) volunteer role is an important one because they are responsible for leading and managing a large but highly capable and experienced team. While there will be a need to travel, parts of the role can be completed remotely/virtually. It is hard to determine an average weekly time commitment as some periods will be busier than others. You will be able to manage your own diary and volunteer flexibly.

Expenses: All out of pocket expenses will be reimbursed.

Appointment requirements: You will be interviewed for the role and then have to complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the five months of Provisional Appointment, the relevant Getting Started modules must be completed. A Wood Badge must be completed within three years of Full Appointment, and ongoing safeguarding and safety training.

Main Role Responsibilities

The Deputy County Commissioner (Programme and Activities) will:

- Lead and manage the Programme and Activities Team to both deliver a great County level activity programme and support Districts to deliver their own great programmes in partnership between adults and young people at all levels.
- Define and lead the strategic direction of Programme and Activities to meet the county vision

Actively promote:

- The Scout Association's #Skillsforlife strategy and support its four strategic objectives: growth, inclusivity, youth shaped and community impact.
- Gloucestershire's vision and priorities revolving around Aspire, Prepare and Achieve.

- A positive training culture encouraging everyone in the Programme and Activities team to complete their training on or ahead of time so that they can become more effective in their role.
- A culture of recognising people’s volunteering effort by working with the Adult Awards advisor to encourage full use of the good service awards process and the Inspiring Programme necker process.

Work closely with:

- DCC (People and Development) and DCC (Support and Growth) to ensure programmes meet standards for inclusion and design programmes that support new sections and new groups at launch.
- Produce reports for County meetings.

PERSON SPECIFICATION

The Deputy County Commissioner (Programme and Activities) will need many of the following skills: further training is available to help gain more skills:

| KNOWLEDGE AND EXPERIENCE | |
|---|-----------|
| Ability to manage adults | Essential |
| Understanding of the learning process and people support model specifically as it applies in a voluntary context. | 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 a voluntary youth organisation as an adult | Desirable |

PERSON SPECIFICATION (Continued)

| SKILLS | |
|---|-----------|
| Ability to use Microsoft Office particularly Excel and PowerPoint and learn how to maintain our in-house database ‘Compass’ | Essential |
| Excellent written and oral communication skills | Essential |
| Provide advice and guidance effectively to others | Essential |
| Provide inspirational leadership and strategic direction | Essential |
| Build, maintain and facilitate effective working relationships with a wide range of people | Essential |

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|--|-----------|
| 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 |
| Work with discretion and maintain confidence | Essential |
| Able to investigate issues, find improvements and introduce solutions | 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 | Essential |
| | |
| PERSONAL QUALITIES | |
| Acceptance of the fundamentals of the Scout Movement | Essential |
| Commitment to the principles of The Scout Association's Adult Training Scheme | Essential |
| 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 |

WHY VOLUNTEER?

Research has shown that volunteering has a hugely positive impact on the lives of those who volunteer in the charity sector. The majority of volunteers reported having improved life satisfaction (70%) and self-esteem (66%) since beginning volunteer work, as well as having reduced feelings of loneliness (42%) and stress (33%). Nearly two-thirds (65%) also said that since beginning volunteer work they have developed useful employability skills; with 59% saying they feel more confident and 54% feeling more motivated in their jobs.

We advocate sharing examples of your volunteering success with employers and places of education, we also welcome your innovations to try innovative ideas with us.

The closing date for applications and nominations is 31st January 2023

Successful candidates will be invited to an interview during the day on Saturday 18th February 2023.

Candidates will be informed of the outcome shortly after the interviews. The successful candidate will then conduct a handover with the current DCC (Programme) and be formally appointed on 1st March 2023.



Nomination form for Deputy County Commissioner (Programme and Activities) Gloucestershire



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, it should then be sent to Gloucestershire Scout County Office via:

- E-mail: admin@gloucestershire-scouts.org.uk
- Post: The County Administrator, Gloucestershire County Scouts, Cranham Scout Centre, Cranham, Gloucestershire. GL4 8HP

Please note that the closing date for receipt of nominations is 31st January 2023

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| Name of person you are nominating | |
| Their address | |
| There telephone number | |
| Their e-mail address | |
| Their Scout Association membership number (if appropriate and known) | |

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).

Nomination form for Deputy County
Commissioner
(Programme and Activities) Gloucestershire
(continued)



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.

| | |
|-----------------------|----------------------|
| Your name | <input type="text"/> |
| Your telephone number | <input type="text"/> |
| Your email address | <input type="text"/> |