

## **Awards and Recognition Team Lead**

Gloucestershire County is looking for someone to lead their Awards and Recognition Team! Below you will find a description of this role which outlines the responsibilities that will be undertaken and the qualities we are looking for. The Awards and Recognition Team Lead will primarily be responsible for supporting and promoting adult awards across the County.

The Awards and Recognition Team Lead will lead the County Awards and Recognition team and work in partnership with District Leads and District Awards teams to promote adult recognition and ensure consistency across the county. Volunteers should feel recognised in a way which is meaningful to them.

**Purpose:** To manage the County Awards and Recognition Team in carrying out the following tasks:

Recognising volunteers.

- Recognising and appreciating volunteers for the work they do, both formally and informally.
- Ensure recognition is relevant and accessible to each volunteer.
- Supporting volunteers with nominations and citations.
- Promoting national and local awards.

**Appointed By:** County Volunteering Development Lead

**Responsible to:** County Volunteering Development Lead

**Responsible for:** County Awards and Recognition Team

**Main Contacts:** District and County Awards and Recognition Teams, County Lead Volunteer, District Lead Volunteers, Group Lead Volunteers.

**Time Commitment:** The time required is flexible, to be effective it is anticipated you should be able to commit on average some 2 -3 hours per week. Meetings to attend may include Volunteering Development Team meetings, meetings with your own team and meetings with Districts to promote awards.

**Terms of Appointment:** Relevant learning and a valid disclosure completed on appointment.

**Expenses:** All out of pocket expenses will be reimbursed.

## **Person Specification**

### **Responsibilities:**

- Delegate tasks to your team members to ensure they are achieved to the highest quality.
- Attend meetings as required.
- Work with your team to identify areas of need and plan and deliver projects based on these.

**Personal Qualities:**

- Accept and promote the fundamentals of Scouting and complete relevant learning.
- Accept the policies and rules of The Scout Association
- Understand the importance of diversity and inclusion when meeting the aims of the Scout Association.
- Be aware of the National and County Strategic Plans (Visions).
- 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 County if necessary and have the time to undertake the role effectively.
- Have an understanding of the needs of adult volunteers in relation to recognition.
- Be enthusiastic and able to inspire and enthuse others.
- Have practical experience of running effective team meetings that are enjoyable and engaging.
- Be self-motivated with the ability to plan, manage and monitor own tasks and time.
- Have a flexible, pragmatic and proactive approach to the role.