

Role description for a District Commissioner



Item Code FS330076 Date November 2016 Edition No. 6

0345 300 1818

About this factsheet

This factsheet will help those currently in the role of District Commissioner, provide information for those considering the role and also assist those managing the appointment process. It contains the following:

1. An outline role description. This will help to provide an overview of the role and its priorities. It describes what the role should achieve without going into detail.
2. A person specification. You can use this to help identify the skills required for the role, the training that may be required to carry out the role successfully and to select someone for the role.
3. A detailed description of the role. This will help you and your line manager explore the role so that you can agree how it will be carried out, what the priorities and responsibilities are and agree a training and development plan.

The detailed role description is based on the six areas of leadership and management that The Scout Association believes are required to motivate other adults and provide excellent Scouting in your community.

These are:

1. Providing direction
2. Working with people
3. Achieving results
4. Enabling change
5. Using resources
6. Managing your time and personal skills

Further information about leadership and management can be found at www.scouts.org.uk/managers

How to use this factsheet

Every District is different and every District Commissioner is different. This factsheet is intended to be a starting point for agreeing what is needed for the District at this point in its development. It should also be used as the basis for mutually agreeing how the role will be carried out and how responsibilities will be allocated (for instance in a role share) or delegated to a Deputy.

That's why it is not intended that this whole factsheet to be given to a current role holder or potential candidate. County Commissioners should adapt this information so it best fits your current situation, taking into account whether you are reviewing a current role holder, looking for in a new District Commissioner or agreeing the role with a new person. For instance you may wish to give only the outline role description to someone considering the role, providing more information and detail as they require it.

But do make sure you (or your deputy, if that's appropriate) agree a role description with a District Commissioner. That way, in the future, you can both review how the role is going.

Please use this factsheet as the starting point for this agreement and be prepared to make mutually agreed changes if necessary. After reviewing the responsibilities here, you might think it's a good idea to delegate tasks to other members of the District team – it may be appropriate to appoint a Deputy District Commissioner.

The Scout Association

Gilwell Park, Chingford, London, E4 7QW. Tel + 44 (0)20 8433 7100. Fax + 44 (0)20 8433 7103. Email info.centre@scouts.org.uk www.scouts.org.uk

Role description

Title: District Commissioner

Outline: To manage and support the Scout District to ensure it runs effectively and that Scouting within the District develops in accordance with the rules and policies of The Scout Association so that that the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

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.

Main Contacts: 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: Must complete the relevant training (a wood badge) within three years of taking up the role. Must be eligible for charity trustee status (as a member of the District Executive Committee).

It is expected that whilst volunteering for this role you will undertake regulated activity.

Main Tasks
<p>Main tasks:</p> <p>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.</p> <p>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.</p> <p>Produce a vision for the District and implement a development plan to meet that vision.</p> <p>Ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District.</p> <p>Ensure that the District has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.</p> <p>Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.</p> <p>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.</p> <p>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.</p>

Person specification

Knowledge and experience	Essential/Desirable
Ability to manage adults effectively	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 the Scout or Guide Movement as an adult	Desirable
Skills	Essential/Desirable
Excellent written and oral communication skills	Essential
Provide advice and guidance effectively to others	Essential
Provide inspirational leadership for the District	Essential
Provide strategic direction for the District	Essential
Motivate adults volunteering in the District	Essential
Build, maintain and facilitate effective working relationships with a wide range of people	Essential
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
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	Essential
Use basic computer software	Essential
Personal qualities	Essential/Desirable
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
Acceptance of the fundamentals of the Scout Movement	Essential

Detailed description of the role

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

1. Providing direction – as an effective District Commissioner you will be required to:

- Lead by example to promote a co-operative culture of working in the District.
- Create a vision for the future development of the District that takes into account the strategic objectives of The Scout Association and the plans for your County/Area/Region(Scotland).
- Develop a plan to realise the vision for the District, implement and regularly review it.
- Provide leadership, inspiration and motivation for all adults volunteering in the District.
- Ensure that everyone in the District follows the policies and rules of The Scout Association.
- Carry out regular one-to-one meetings and support adults who report directly to you.

2. Working with people – as an effective District Commissioner you will be required to:

- Develop good working relationships based on trust and Scout values with the adults in the District and with others in Scouting.
- Manage succession planning and identify the roles that you need to make the District work effectively and recruit suitable people into those roles.
- Allocate tasks to people within the District and monitor the progress of those tasks.
- Support adults in the District to develop by completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
- Build a team spirit in the District and support the development of the team as a whole.
- Address conflict as it occurs within the District and reduce the likelihood of it happening through good communication and other methods.
- Run effective team meetings in the District and participate fully in the District Executive and County/Area/Region (Scotland) meetings.
- Ensure that adults in the District perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the County Commissioner/Area Commissioner/Region Commissioner (Scotland).
- Appropriately acknowledge good work carried out in the District (through local events and the national Scout adult award scheme).
- Carry out effective reviews and re-assign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the District's local area.

3. Achieving results – as an effective District Commissioner you will be required to:

- Satisfactorily complete projects in the District for which you are responsible.
- Ensure that all the initiatives in the District are managed appropriately.
- With the District Executive Committee and the District Team ensure that Scouting is promoted locally.
- Build up an understanding of the young people in your local area and ensure that Scouting is promoted effectively to them.

- Monitor and review the progress that Group Scout Leaders are making against their targets and development plans.
- Have a robust District development plan in place and regularly review progress.
- Satisfactorily resolve problems and issues raised by adult and youth members of the District and by parents or carers of youth members in the District.

4. Enabling change – as an effective District Commissioner you will be required to:

- Support and encourage adults in the District to think of new and creative ways to improve the District.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- Communicate your vision for the future of the District and lead people through changes that this vision requires.
- Develop effective plans to implement change and then carry them out, working together with relevant members of the District.
- Recognise the contribution of others towards change and improvement.

5. Using resources – as an effective District Commissioner you will be required to:

- As part of the District Executive Committee, ensure that appropriate financial measures are in place.
- As part of the District Executive Committee, ensure that there is an adequate income for the District including the identification of other income sources such as grants.
- Work with the District Executive Committee and Group Scout Leaders to ensure that Scouting in the District is safe.
- Work with the District Executive Committee and the District Team to ensure that the District has sufficient physical resources to support its work with youth members.
- Work with the District Executive Committee and the District Team to minimise the negative impact and maximise the positive impact that the District has on the environment.
- Make decisions about matters within the District based on the best available information.
- Ensure that all adults in the District have the right information provided in a timely manner and in the most effective way.

6. Managing your time and personal skills – as an effective District Commissioner you will be required to:

- Agree realistic goals and targets with the County Commissioner/Area Commissioner/Region Commissioner (Scotland) for the development of the District that work towards The Scout Association's strategic objectives.
- Consider the future requirements of your role then identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.
- Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the County Commissioner/Area Commissioner/Region Commissioner (Scotland).
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Attend National, Regional and County/Area/Region(Scotland) meetings, workshops and events.