

## ROLE DESCRIPTION

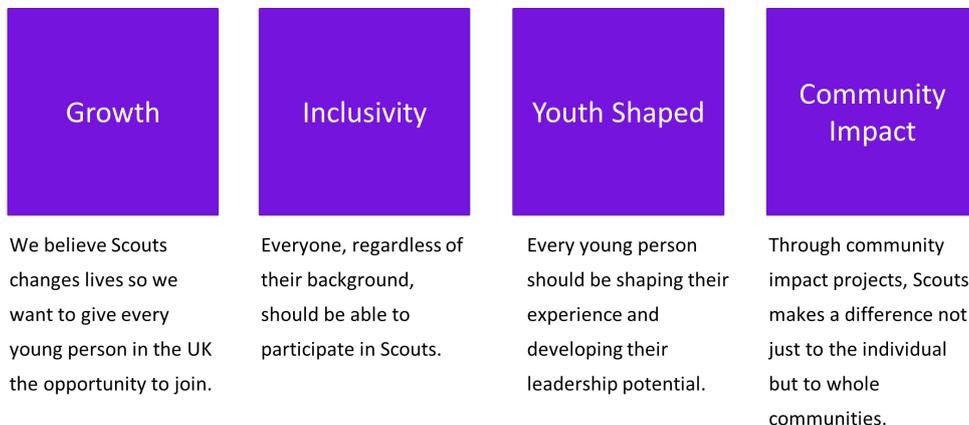
### DEPUTY COUNTY COMMISSIONER (PROGRAMME)

#### Background

Hertfordshire Scouts has approximately 14,700 young people taking part in a wide range of Scouting activities every week across eighteen districts. The County has over 4,800 adults supporting the running of Scouting. The County is creating a leadership team to reopen Scouting in Hertfordshire as a result of the pandemic and to set us up for continued success. The Deputy and Assistant commissioners will work together to deliver the #TeamHertfordshire Strategy and Skills For Life Strategy set out by the Scout Association.

#### Skills for Life

The 5-year strategy was launched in 2018 to support the mission of the Scout Association, namely “Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.” The strategic vision of Skills for Life is “By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.” Our vision is made up of four goals.



These goals will be delivered by three pillars of work namely:

Programme	People	Perception
Develop amazing section leaders	Transform adult recruitment	Roll out of updated brand
Digital programme planning	Simpler training (focus on practical skills)	Resources to promote benefits of Scouting
'Off the shelf' programme	Better online resources	Uniform review
Digital tools to track young people's progress	Improve young people joining process	
Review 14-25 year old provision	Reach under- represented communities	
Links to employability skills	Scouting in Schools	
Partnerships to enhance the programme	Explore early years provision	

The new County teams will be aligned around these pillars to deliver more successful scouting in Hertfordshire.

### County Team and Responsibilities

The responsibilities of each the County Team is to focus on delivery of the [#TeamHertfordshire](#) Strategy and be responsible for recruiting a team of individuals to support themselves where required as well as working with other relevant DCC's and ACC's appointed by the County Commissioner.

*The full Hertfordshire County Structure can be found at the end of this document.*

## Deputy County Commissioner (Programme)

### Outline Role Description

The DCC Programme has overall responsibility for leading a team to deliver a programme of events and support the county with particular emphasis on direction, strategy for programme and youth shaped scouting.

As a member of the County Leadership Team, the DCC (Programme) works in partnership with the County Commissioner, other DCC(s) and Chair of the County Executive Committee.

To manage a team and support Hertfordshire to ensure it runs effectively, increases the quality of programmes and the numbers of young people achieving their top awards through supporting sectional leaders throughout the County and ensuring a focus on youth shaped Scouting.

**Responsible to:** County Commissioner

**You will be responsible for:** Programme [and Youth Shaped Scouting]

**Main contacts:**

- County Commissioner
- Deputy County Commissioner(s)
- ACC 14-25
- County Youth Commissioner
- ACC Scouts
- ACC Cubs
- ACC Beavers
- County Chair
- Members of the County Executive Committee and its sub-committees
- District Commissioners, District (Sectional) Commissioners
- District Scout Network Leaders
- County Training Manager
- Programme Support at Scout HQ

**Appointment Requirements:** To understand and accept The Scout Association's policies and values, have a satisfactory DBS Clearance, Completion of Wood Badge as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme.

### The DCC (Programme) will:

- Lead the Programme and Youth Shaped Pillar to deliver the UK Skills Life Strategy and Hertfordshire Scout Strategy.
  - Each District to have at least 50% of Beavers, 50% of Cubs, 30% of Scouts, 15% of Explorers, 10% Network (for each of Platinum / Diamond) achieve the top award in their section.
  - 2020-2023 a total of [25] Queen Scout Awards awarded.
  - Create great programmes through shared experiences across the county, great training, HQ support. Mentor and support leaders.
- Lead the ACCs in initiatives which will help increase top awards achieved by young people.

- Support Youth Shaped Scouting and work with County/District Youth Commissioners to ensure the County supports initiatives of young people.
- Create a team of people who will support the Programme and Youth Shaped opportunities drawing on expertise outside scouting when required
- Be enthusiastic and positive about the Programme and recognise that Scouting should be fun!
- Visit Districts on a regular basis. Taking an active interest in Districts' activities.
- Manage projects as agreed in the Programme Team
- Be accessible
- Ensure people feel appreciated in a variety of ways
- Always ensure you and others adhere to POR and uphold the standards for safety, safeguarding, risk, first aid and GDPR.
- Work closely with the perception & community impact team to ensure programme and top award initiatives are effectively communicated inside and outside scouting
- Work closely with the People team to ensure volunteer leaders are equipped to deliver amazing programmes and identify top talent
- Work closely with the Growth and Inclusivity team to ensure programmes meet standards for inclusion and design programmes that support new sections and new groups at launch.
- Produce necessary reports for County meetings and request management information from the Compliance and Operations team where necessary.
- Be the 'information bank' regarding their Programmes and its resources

### Communications

The provision and promotion of effective communications within the County and Districts is an important aspect of the role.

It will help to:

- Run regular and effective meetings for your Programme and Youth team
- Good practice would be for each meeting to have a purpose, agenda, minutes, start and finish time, and decision on actions and time-scales. Moving the meeting around to different venues and evenings will help to encourage attendance. Make it fun.
- Be articulate – say what you mean and mean what you say!
- Become competent in the written word for correspondence, newsletters, emails, websites, social media etc
- Be available to listen and counsel on issues that may arise within Districts and groups
- Have or develop presentation skills for use at County or District meetings or gatherings
- Keep up to date with information and resources through the Information Centre on 0845 300 1818. This number may also be used to contact PST at Gilwell Park.

**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 delivery of youth and/or educational programmes	Essential
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 County	Essential
Provide strategic direction for the County	Desirable
Motivate adults volunteering in the County	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	Desirable
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
Plan, manage and monitor own tasks and time	Essential

**Detailed Description of the role**

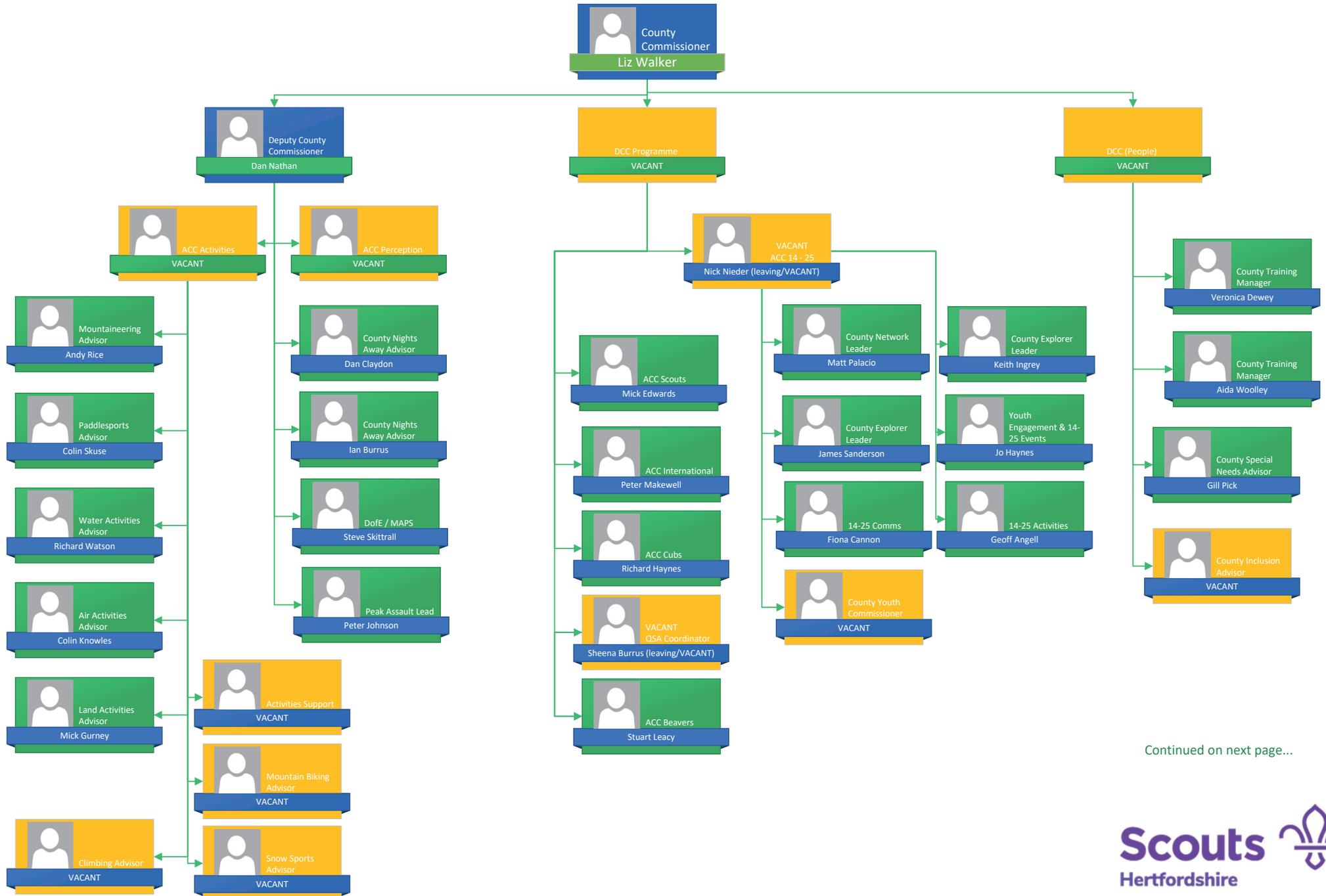
**1. Providing direction – as an effective DCC Programme you will be required to:**

- Lead by example to promote a co-operative culture of working in the County.
- Implement the County vision for the future development of the Hertfordshire that takes into account the strategic objectives of The Scout Association.
- Working with other DCC's develop a plan to realise the vision for the County, implement and regularly review it.
- Provide leadership, inspiration and motivation for adults volunteering in the Districts.
- Ensure that everyone involved in programme delivery work in the County 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 DCC Programme you will be required to:**
    - Develop good working relationships based on trust and Scout values with the adults in the County team, District Commissioners and with others in Scouting.
    - Build a team spirit within the Programme and Youth Shaped workstream and support the development of the team as a whole.
    - Ensure that adults perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the County Commissioner.
  - 3. Achieving results – as an effective DCC Programme you will be required to:**
    - Satisfactorily complete projects in the County for which you are responsible.
    - Ensure that all the initiatives in the County are managed appropriately.
    - Have a robust plan in place and regularly review progress.
  - 4. Enabling change – as an effective DCC Programme you will be required to:**
    - Support and encourage adults in Districts to think of new and creative ways to improve their Districts.
    - Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
    - Develop effective plans to implement change and then carry them out, working together with relevant members of the County and District.
    - Recognise the contribution of others towards change and improvement.
  - 5. Using resources – as an effective DCC Programme you will be required to:**
    - Manage any budget that you are accountable for and report expenditure and financial commitments to the County Treasurer
    - Work with the DCs to ensure that Scouting is safe across the County
    - Work with the County Executive Committee and the County Team to ensure that the County has sufficient physical resources to support its work with youth members.
    - Work with the County Executive Committee and the County Team to minimise the negative impact and maximise the positive impact that the County has on the environment.
    - Make decisions about matters within the County based on the best available information.
  - 6. Managing your time and personal skills – as an effective DCC Programme you will be required to:**
    - Agree realistic goals and targets with the County Commissioner for the development of Scouting 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.
    - Ask other adult volunteers for feedback about how you carry out your role and act on it.
    - Attend National, Regional and County/Area meetings, workshops and events.

On the following pages you will find the current County Structure

# Hertfordshire Scouts County Team Structure – as at 18/09/2020



Continued on next page...

# Hertfordshire Scouts County Team Structure – as at 18/09/2020.... continued

