



Assistant County Commissioner (Beaver Scouts)

Job Description

- Responsible to: County Commissioner
(Member of the County Programme Team line managed by Deputy County Commissioner - Programme)
- Responsible for: County Scouters appointed to assist with Beaver Scout Section
- Main Contacts: County Commissioner
County Administrator
Other Assistant County Commissioners
District Commissioners
Assistant District Commissioners (Beaver Scouts)
H.Q. Staff and other Regional Assistant County Commissioners (Beaver Scouts)
- Job Summary: To assist the County Commissioner in the support of the Beaver Scout Section in the County, primarily through working with Assistant District Commissioners (Beaver Scouts) and District Commissioners

Main Tasks:

- Support the Assistant District Commissioners (Beaver Scouts) in the execution of their role to support the Beaver Scout Section in the Districts
- Provide technical support and advice regarding the operation of the Beaver Scout Section and its development throughout the County, primarily through the Assistant District Commissioners (Beaver Scouts)
- Ensure that meetings of Assistant District Commissioners (Beaver Scouts) are held to provide support to them by:
 - promoting contact between District Beaver Scout Sections
 - sharing resources (effective use/economy of scale)
 - identifying cross-County needs and provide opportunities for informal training
 - promoting use of the Beaver Scout Section method of operation
 - gathering feedback on the operation of the Beaver Scout Section in the County
 - discussing common issues
- Ensure that suitable and sufficient County activities are arranged to meet identified needs of the Beaver Scout Section within the County
- Participate in the setting up of annual County Beaver Scout budget figures and ensure its appropriate expenditure
- With District Commissioners and prospective Assistant District Commissioners (Beaver Scouts) explore the requirements of the post before appointment
- Represent the Section at Regional Assistant County Commissioner (Beaver Scout) meetings
- Help Assistant District Commissioners (Beaver Scouts) to provide suitable input to Districts when considering and designing a development plan
- Set, action and review personal objectives relating to the functions of the job and in support of the County development plan
- Attend County meetings with other Assistant County Commissioners and the County Commissioner to share information and concerns, to report on the above tasks, and to participate in the formation of a plan to support scouting in the County
- Attend County meetings with District Commissioners to inform them of developments in the Beaver Scout Section, to ascertain their view of the needs of the Beaver Scout Section in the District and to participate in the formation of a County Development Plan

Person Specification

Knowledge Required:

- Understand and promote the Principles, Purpose, Policies and Strategies of the Scout Association
- Support and promote the Scout Association's 6 - 25 Youth Programme especially in respect of the Section for which you will have a responsibility
- Have an understanding of the approach to a wide range of programme activities
- Be computer literate

Skills Required:

- Good communication skills
- Be a good listener and use a supportive style of leadership
- Work well in meetings (chairing, participating, representing)
- Develop effective relationships (with volunteers and staff - social and working)
- Work well in teams (as member or as manager)
- Motivate others
- Manage change effectively

Qualities Required:

- Have a satisfactory CRB Clearance
- Team player
- Be willing and able to contribute wider than the allocated remit
- Take and give a balanced view
- Give positive leadership - and be an enthusiast!
- Be able to integrate the appointment with work and domestic commitments
- Display character and presence
- Be flexible
- Be reliable and deliver
- Have a 'thick skin and sense of humour'

August 2006