

## Role Description: Assistant County Commissioner (Scouts)

**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 the Scout Section

**Main Contacts:** County Commissioner  
County Administrator  
Other Assistant County Commissioners  
District Commissioners  
Assistant District Commissioners (Scouts)  
H.Q. Staff  
Other Regional Assistant County Commissioners (Scouts)

**Job Summary:** To assist the County Commissioner in the support of the Scout Section in the County, primarily through working with Assistant District Commissioners (Scouts) and District Commissioners.

### Main Tasks:

- Support the Assistant District Commissioners (Scouts) in the execution of their role to support the Scout Section in the Districts.
- Provide technical support and advice regarding the operation of the Scout Section and its development throughout the County, primarily through the Assistant District Commissioners (Scouts).
- Ensure that meetings of Assistant District Commissioners (Scouts) are held to provide support to them by:
  - promoting contact between District Scout Sections
  - sharing resources (effective use/economy of scale)
  - identifying cross-County needs and provide opportunities for informal training
  - promoting use of the Scout Section method of operation
  - gathering feedback on the operation of the Scout Section in the County
  - discussing common issues
- Ensure that suitable and sufficient County activities are arranged to meet identified needs of the Scout Section within the County
- Ensure that the County Young Peoples' Forum operates effectively
- Promote and encourage the effective operation of District Patrol Leaders' Councils
- Participate the settling of annual County Scout budget figures and ensure its appropriate expenditure
- With District Commissioners and prospective Assistant District Commissioners (Scouts) explore the requirements of the post before appointment

- Represent the Section at Region Assistant County Commissioner (Scouts) meetings
- Help Assistant District Commissioners (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 Scout Section, to ascertain their view of the needs of the Scout Section in the District and to participate in the formation of a County Development Plan