



# Assistant County Commissioner Growth Avon

## Applicant Information Pack

**2 Roles Available**



# The role

## Overview of the roles of Assistant County Commissioner Growth

Are you passionate about the benefits of Scouting for young people? Do you believe you have the skills to work with other adult volunteers to help Scouting grow?

If so, you could be perfect for one of these roles because we want to build strong teams of volunteers with the right skills to help us make Scouting available to more young people who want to join. The Assistant County Commissioners (ACC) Growth are senior volunteer roles within Scouting. There are two roles available, one focused on opening new groups and sections and the other on growing existing sections, including volunteer retention. The volunteers in these roles will work closely together to support the growth of Scouting in Avon and increase the number of places available for young people to join.

## Role description

<b>Appointed by:</b>	County Commissioner
<b>Responsible to:</b>	Deputy County Commissioner Growth and Development
<b>Responsible for:</b>	Delivery Team (if other appointments are not held)
<b>Main internal contacts:</b>	County and Deputy County Commissioners, County Youth Commissioner, District Commissioners, County Growth and Development Team, Regional Services Team, District Growth and Development Leads
<b>Other internal contacts:</b>	Assistant County Commissioners, County Chair
<b>Key tasks:</b>	<p><b>New Growth Role</b></p> <p>Manage the backlog and prioritisation of development projects across the county.</p> <p>Liaise with the Regional Services Team (RST), funded Development Assistants and District volunteer development teams to support successful delivery of projects.</p> <p><b>Existing Growth Role</b></p> <p>Encourage and support Districts to increase the size of small sections (fewer than 12 young people), improve gender mix and reduce missing sections.</p>

Share best practice to grow existing provision and deliver training on growing the section.

Work with Districts to better understand their waiting lists, share best practice and develop a consistent approach to improve waiting list management across the County.

Support Districts with volunteer retention and conversion of occasional helpers to leaders.

#### **Joint tasks**

Work with relevant stakeholders to unblock barriers to development, including premises, recruitment of Group Scout Leaders and Trustees.

Encourage and support District Growth and Development teams to deliver best practice recruitment training to Groups.

Support the County Training Manager with the delivery of recruitment training modules.

Keep track of outcomes so we can review and evaluate success.

Manage delivery within agreed budget.

#### **Time commitment:**

On average, 6 weekends (or part weekends) per year

Approximately 8 hours per week to attend meetings and events. Occasional time during the working day to enable engagement within the community.

#### **Terms of appointment:**

The appointment is for an initial term of 3 years (subject to annual review with the Deputy County Commissioner Growth and Development), with the potential for reappointment for a further period of time.

This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with the County's Expenses Policy will be paid.

#### **Equality**

Scouting is committed to inclusion and diversity and do everything practically possible to create volunteering opportunities which are accessible and inclusive to all adults. The Scout Association has a robust Equal Opportunities Policy and believes that no person volunteering their services should receive less favourable treatment or suffer disadvantage due to their disability.

# Person specification

## Skills and abilities:

- Confidence, particularly in networking and interacting with a large number of people
- Good communication skills
- Ability to speak and present publicly in a clear, articulate and motivating way
- Patience to deal with setbacks
- Ability to multitask and manage time to work on a number of projects at the same time
- Ability to lead, manage and motivate people in a voluntary environment
- Ability to effectively chair meetings
- Ability to listen to others and counsel when necessary
- Ability to coach and mentor
- Ability to be assertive and cope with challenging situations
- Ability to use technology, especially mobile email, to carry out a range of tasks (confident in Microsoft Word, Excel and PowerPoint)
- Ability to quickly assimilate a broad overall knowledge of Scouting's policies and structures
- Ability and willingness to undertake the appropriate adult training requirements.

## Knowledge and experience:

- Approachable at all reasonable times
- Self-motivated
- Flexible approach
- Resourceful, energetic and enthusiastic about the role
- Commitment to The Scout Association's Fundamentals
- Sufficient time available for the role, including mid-week and weekend engagements, sometimes including travel
- No envisaged barriers to obtaining enhanced disclosure.

# Next steps and how to apply

The process of making a recommendation for appointment to the role will be undertaken by Nigel Ball, Deputy County Commissioner Growth and Development, Avon.

Please complete the online application form: <https://goo.gl/forms/6PKVTQUNZX8lg8wb2>

When completing the form please provide as much relevant information as possible as this will assist in considering who may be best suited for the role. Please refer to the role description and person specification to help us understand how you meet the requirements of the role. It may be helpful to include experiences outside of Scouting that are relevant to the role such as in professional or other volunteer capacities.

## Further information

If you require any further information about the role, or indeed would like an informal discussion about it, please contact Nigel Ball (Deputy County Commissioner) by telephone on 07545 808867 or by email at [nigel.ball@avonscouts.org.uk](mailto:nigel.ball@avonscouts.org.uk)

## Nomination/Application deadline

All nominations must be submitted via the online form by Friday 15 February 2019.