

# Role description for a County Commissioner



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## About this factsheet

This factsheet will help those currently in the role of County 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](http://www.scouts.org.uk/managers)

## How to use this factsheet

Every County is different and every County Commissioner is different. This factsheet is intended to be a starting point for agreeing what is needed for the County 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. Regional 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 County 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 agree a role description with a County 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 County team – it may be appropriate to appoint a Deputy County Commissioner.

## The Scout Information Centre

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## Outline role description

**Title:** County Commissioner

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

**Responsible to:** Regional Commissioner.

**Responsible for:** District Commissioners, Deputy County Commissioners, Assistant County Commissioners, County Network Scout Commissioner, County Training Manager, County Scout Active Support Managers, County Scouters, County Advisers, County Media Development Manager.

**Main contacts:** Deputy County Commissioners, Assistant County Commissioners, County Chairman, County Network Scout Commissioner, members of the County Executive Committee and its sub-committees, District Commissioners, County Training Manager, County Scout Active Support Managers, members of the Regional Development Service, other County Commissioners in the Region, members of the local community, schools and other youth organisations.

**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 County Executive Committee).

### Main tasks:

- Ensure that the County thrives and has the best systems in place to support the Scout Districts, to support all adult volunteers in the County and to develop Scouting in the County.
- Provide line management and support to the adults in the County that directly report to you including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Produce a vision for the County and implement a development plan to meet that vision.
- Ensure that Scouting in the County is attractive to young people and adults from all backgrounds in the County.
- Ensure that the County has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.
- Ensure that problems within the County are resolved so that excellent Scouting is provided to young people in the County.
- Work with the Regional Commissioner and other County Commissioners in the Region to share ideas and implement initiatives to support Scouting in the County.

Some of the tasks for which the County Commissioner is responsible may be delegated to others in the County, including a Deputy County Commissioner, if appointed.

## Person specification

<b>Knowledge and experience</b>	<b>Essential/Desirable</b>
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
<b>Skills</b>	<b>Essential/Desirable</b>
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	Essential
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	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
<b>Personal qualities</b>	<b>Essential/Desirable</b>
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 County Commissioner is based around six key areas of leadership and management.

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

- Lead by example to promote a co-operative culture of working in the County.
- Create a vision for the future development of the County that takes into account the strategic objectives of The Scout Association.
- Develop a plan to realise the vision for the County, implement and regularly review it.
- Provide leadership, inspiration and motivation for all adults volunteering in the County.
- Ensure that everyone 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 County Commissioner you will be required to:

- Develop good working relationships based on trust and Scout values with the adults in the County and with others in Scouting.
- Manage succession planning and identify the roles that you need to make the County work effectively and recruit suitable people into those roles.
- Allocate tasks to people within the County and monitor the progress of those tasks.
- Support adults in the County Team 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 County and support the development of the team as a whole.
- Address conflict as it occurs within the County and reduce the likelihood of it happening through good communication and other methods.
- Run effective team meetings in the County and participate fully in the County Executive and Region meetings.
- Ensure that adults in the County perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the Regional Commissioner.
- Appropriately acknowledge good work carried out in the County (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 County's local area.

**3. Achieving results** – as an effective County Commissioner 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.
- Ensure that there are appropriate processes in place within the County so that Scouting is delivered effectively to young people.
- With the County Executive Committee and the County 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, including focusing on their needs and expectations.
- Monitor and review the progress that District Commissioners are making against their targets and development plans.

- Have a robust County development plan in place and regularly review progress.
- Satisfactorily resolve problems and issues raised by adult and youth members of the County and by parents or carers of youth members in the County.
- Continually improve the performance of all elements of Scouting within the County.

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

- Support and encourage adults in the County to think of new and creative ways to improve Scouting within the County.
- 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 County 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 County.
- Recognise the contribution of others towards change and improvement.

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

- As part of the County Executive Committee, ensure that appropriate financial measures are in place.
- As part of the County Executive Committee, ensure that there is an adequate income for the County including the identification of other income sources such as grants.
- Ensure that the health and safety of everyone involved in Scouting within the County is properly managed at all levels.
- 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.
- Ensure that key knowledge within the County is properly managed and used to improve the operation of Scouting within the County.
- Provide resources, support and encouragement for teams of volunteers within the County to work in many ways.

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

- Agree realistic goals and targets with the Regional Commissioner for the development of the County 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 Regional Commissioner.
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Attend National and Regional meetings, workshops and events for County Commissioners.