

**Lonsdale District Scouts - Role Description for Assistant District Commissioner (Scouts)**

**Title:** Assistant District Commissioner (Scouts)

**Outline:** To work in partnership with the District Commissioner to ensure that effective operation of the Scout Section in Lonsdale District in accordance with the rules as laid down in POR of The Scout Association. To develop and grow the Scout Section across Lonsdale District.

**Responsible for:** (Line Management Responsibilities) District Scout Leaders

**Responsible to:** District Commissioner

**Main Contacts:** Young People, CC, DC, DDC, ACC (Scouts), other ADCs, DESC, GSLs, District and County Advisers, District Administrator, HQ, ADC (Scouts) from other Districts, Girl Guiding UK, Schools and other local Youth Organisations.

**Appointment Requirements:** To understand and accept The Scout Association’s policies, have a satisfactory CRB Clearance, Completion of Wood Badge, which includes the Section Supporter Modules as detailed in the Adult’s Personal File and The Scout Association’s Adult Training Scheme.

**Key Tasks for Lonsdale District Scouts**

*(Please note that some of the items in this list could be delegated or shared with District Scout Leaders)*

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| * To build and lead a team of District Scout Leaders to support the ADC Scouts in the operation, leadership and development of the Scout Section. | * Ensure that leaders have adequate support to be successful in their roles. |
| * Encourage youth involvement through a District Patrol Leaders Council and work with the District’s Youth Involvement Leader. | * Support new leaders through an induction process and act as a mentor. |
| * Support the District Commissioner and the Deputy District Commissioner in the development of the District. | * Work with the Assistant District Commissioner (Cub Scouts) and the District Explorer Scout Commissioner to ensure the smooth transition of members between sections. |
| * Ensure purpose, method, policies and programme are carried out throughout the Section in the District. | * Assist GSLs in the encouragement of all Leaders in the Section to provide a balanced programme. |
| * Co-operate with the DC to support all Leaders and Commissioners in matters relating to the Section and its Leaders | * Promote and encourage to the Section the implementation of all policies of The Scout Association, especially the key policies as laid down in Chapter 2 of POR |
| * Ensure that District Scout Events are well managed and delivered. | * Manage a budget which will support the development of the Scout Section |
| * Interview potential awardees of the Chief Scouts Gold Award and attend the County Award Ceremonies | * Ensure the Scout section is represented at District and County Events |
| * Ensure that there is effective communication across the District Scout Section | * Support the work of the County Development Officer in developing Scout Troops and opening new sections. |
| * Regularly visit Scout Troops ensuring each Scout Troop is visited at least once a year. | * Promote the Scout Section both internally and externally to other organisations. |

**Meeting/ Representation Requirements**

A key requirement of the ADC Scouts is to ensure that the section is adequately led and well represented, it is expected that the ADC Scouts will attend the following:

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| * Chair a bi-monthly meeting of Scout Leaders | * Attend the County Scout Team Meeting (4 per year) |
| * Chair regular meetings with District Scout Leaders | * Attend the District Team Meeting (bi-monthly) |

**The Programme**

The programme for the Scout Section is comprehensive, and the new ADC Scouts would be expected to retain an oversight of the management of all District Scout Events, however the operation of these should be delegated to members of their team. The events are as follows:

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| **District Events – to retain an oversight of the management and delivery of these events:** | **County Events – to ensure that the District adequately promotes and supports the following:** |
| * District Quiz * Hiking Competition (2 Day event) * Knight Activity * Camping Competition/ Challenge Camp (2 day event) * Football Competition * Survival Camp (2 day event) * District Patrol Leaders Training Camp * Patrol Leaders Forum * District Scout Camp | * County Rally * County Patrol Leaders Forums/ Training Camps * Go for Gold Camps * Chief Scout Gold Award Presentations * Bowlander Competition |