



**Scouts**  
West Lancashire

# Volunteer Vacancy Pack: District Commissioner

Information for anyone considering the volunteer role of District Commissioner (Lonsdale District).



**#SkillsForLife**

West Lancashire County Scout Council, Registered Charity Number (521712)

# Volunteer Information

## The Scout Association

Today, The Scout Association has a membership in the UK approaching 600,000 individuals. Almost half a million young people participate in Scouting each week, supported by over 115,000 adult volunteers in numerous roles.

We provide fun, friendship and life changing adventure for young people from every background: giving them the chance to experience the outdoors, build their confidence and to reach their full potential. As the UK's largest co-educational youth organisation, we help young people to develop the skills and values they need to succeed in life.

Scout Districts work to support local Scout Groups. The District Commissioner has overarching responsibility for the District - supported by other volunteers. This includes the District Executive Committee (Board of Trustees), which comprises a Chair, Secretary, Treasurer and others, who support the District Commissioner in meeting the responsibilities of their appointment.

## The Current Vacancy

We are currently looking for a District Commissioner. This is a management role, and we need someone who can provide leadership, motivation and guidance to our other adult volunteers.

You don't need any prior experience of Scouting to apply for this role: we'll make sure you're fully trained and supported.

## Scouting in our area

**This vacancy, for the role of District Commissioner, is in:**

Scout County:	West Lancs
Location:	Lonsdale

Lonsdale District Scouts includes Lancaster and Morecambe, as well as the surrounding areas of Forton, Galgate, Overton, Slyne with Hest, Bolton le Sands, Carnforth, Silverdale, Warton, Halton, Caton and Hornby. We are a vibrant and enthusiastic Scout District with 1,450 young people taking part in the activities we offer each week - supported by almost 500 volunteers.

Our success is a reflection of the exciting opportunities we offer - not only to our young people, but our adult volunteers too. We believe in equipping our members with skills for life and we do this through a programme of activities that is challenging, relevant and rewarding.

We are fortunate to have our own Scout Activity Centres, Littledale and Silverhelme, which are at the heart of our local adventures. Our members also take full advantage of camps and events locally, around the UK and internationally.

Do you have the skills we need to help us continue our amazing journey, to the benefit of young people and adults across Lancaster, Morecambe and surrounding areas?

The management structure of Scouting is as follows:



## Good Scouting Managers

District Commissioners support other managers, known as Group Scout Leaders, and other volunteers. Adults at every level need support to ensure they are motivated, inspired and focused on providing first class Scouting. A good manager thanks other volunteers for their hard work, and helps to make sure they feel happy and supported, week after week.

The District Commissioner will also provide direction for the District, and will help others see the bigger Scouting picture through solid leadership.

We believe that everyone in management roles within Scouting should adopt an approach that combines the skills of both leadership and management.

## Core Skills Areas

We've identified six core skills areas that make a good Scouting manager:

- Providing direction
- Working with people
- Achieving results
- Enabling change
- Using resources
- Managing time and personal skills

## 1. Providing Direction

A good District Commissioner will create a vision for Scouting in their District, and provide clear leadership to implement that vision.

## 2. Working With People

It is vital that a District Commissioner can create a team spirit amongst the other volunteers they work with, and can form effective working relationships based on trust and the fundamental principles of Scouting:

- integrity
- respect
- care
- belief
- cooperation

## 3. Achieving Results

Good District Commissioners ensure that goals are achieved, plans are seen through to completion, and that good relationships are maintained, within and between Scout Groups. Forging links within the local community is also an important aspect of development.

## 4. Enabling Change

It is important for District Commissioners to encourage volunteers to think of creative ways to improve Scouting across the District. They should then provide support to implement appropriate changes.

## 5. Using Resources

A good District Commissioner will ensure that information and resources are available, helping volunteers across the District to provide excellent Scouting opportunities to local young people.

## 6. Managing Time and Personal Skills

A good District Commissioner should use their time effectively, and be willing to continue to learn and improve their skills.

## Next Steps

Thank you for your interest in volunteering. On pages 6 and 7 you'll find a role description and person specification, nomination and application forms are on pages 8 and 9.

You can apply for the role yourself or nominate someone else using the nomination form. Nominated people are under no commitment to apply unless they wish to.

For more information about the vacancy, or the search process please contact Tony Andrews.

**Nominations and applications can be made in one of two ways, by**

- **contacting Tony Andrews for an informal chat (or an email may be appropriate).**
- **completing and submitting the appropriate form.**

## Contact:

Name: Tony Andrews

Phone: 01772 697480

Email: [tony.andrews@westlancsscouts.org.uk](mailto:tony.andrews@westlancsscouts.org.uk)



# Role Description

## Role Outline:

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

**Responsible to:** County Commissioner

## Responsible for:

- Deputy District Commissioners
- Assistant District Commissioners
- Group Scout Leaders
- District Explorer Scout Commissioner
- District Scout Network Leaders
- District Scout Active Support Managers
- District Scouters
- District Advisers
- Nights Away Advisers
- District Media Development Manager

## Appointment Requirements:

Must complete the relevant training (Wood Badge) within three years of taking up the role. Must be eligible for charity trustee status (as a member of the District Executive Committee).

## Main Tasks:

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

**Note:** Some of the District Commissioner's tasks may be delegated to others in the District, including a Deputy District 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
Provides advice and guidance effectively to others	Essential
Provides inspirational leadership for the District	Essential
Provides strategic direction for the District	Essential
Motivates adults volunteering in the District	Essential
Can build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enables 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
Plans, manages and monitors own tasks and time	Essential
Can 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
Can 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 role	Essential
Acceptance of the fundamentals of the Scout Movement	Essential

# Fundamentals Of Scouting

As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more.

Each week, we give almost half a million young people the opportunity to enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians.

We believe in bringing people together. We celebrate diversity and stand against intolerance, always.

We're a worldwide movement, creating stronger communities and inspiring positive futures.

## The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

## The Values of Scouting

As Scouts we live by the values of Scouting. They underpin everything we do, how we act and the way we treat each other:

<b>Integrity</b>	We act with integrity; we are honest, trustworthy and loyal.
<b>Respect</b>	We have self-respect and respect for others.
<b>Care</b>	We support others and take care of the world in which we live.
<b>Belief</b>	We explore our faiths, beliefs and attitudes.
<b>Co-operation</b>	We make a positive difference; we cooperate with others and make friends.

## The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

# Nomination Form

If you think you know the right person for this District Commissioner role, please let us know. You can do this by contacting Tony Andrews by email or telephone (see below). Alternatively, you can complete and return this form. Nominating an individual does not commit them to applying, but, if they choose to, they will be required to provide some more information.

## Nominee's Details:

Name

Telephone Number

Email Address

Please outline why you felt motivated to nominate this person for District Commissioner:

Nominated by

Telephone Number

Email Address

Contact details for Tony Andrews:

Email: tony.andrews@westlancsscouts.org.uk

Telephone: 01772 697480

Post: 61 Bluebell Way, Bamber Bridge, Preston, PR5 6XQ

The closing date for receiving nominations is: 31 October 2018

# Application Form

If you are interested in applying for the role of District Commissioner, please let us know. You can do this by contacting Tony Andrews by email or telephone (see below). Alternatively, you can complete and return this form - attach any other information you feel relevant.

Name

Telephone Number

Email Address

Please outline why you want to apply for the role of District Commissioner:

Please briefly explain why you would be suitable for this role, including professional and voluntary experience, within or outside Scouting (refer to role description):

Please describe the skills you would bring to this role (refer to person specification):

Contact details for Tony Andrews:

Email: [tony.andrews@westlancsscouts.org.uk](mailto:tony.andrews@westlancsscouts.org.uk)  
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