

**VOLUNTEER**  
**VACANCY PACK**  
**DISTRICT**  
**COMMISSIONER**

# ABOUT SCOUTING



Every year we help 400,000 Young People in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just Young People who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more visit [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)

## Volunteering With Us



Volunteering with us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of Young People?

How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose we'll make sure you're properly trained and supported.

## How You Can Help



We're looking for someone with management skills or who wishes to enhance their management skills. Want to give something back to the community? As District Commissioner you will lead both young people and adults through their Scouting journey and ensure that all members can access the best possible Scouting.

## Up For The Challenge?



Thank you for your interest in volunteering with The Scout Association. Contained in this pack is a role description and person specification for the role above. If you think you are the right person for this role, or if you know someone who might be, please complete the nomination/application form at the end of the document and return it to the address at the bottom of the form. If you would like more information or if you'd simply like to discuss the role please get in touch with:

Name:  Phone:   
Email:

### Scottish Headquarters

Tel: 01383 419 073  
Email: [shq@scouts-scotland.org.uk](mailto:shq@scouts-scotland.org.uk)  
Web: [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)  
Facebook: [www.facebook.com/scottish.scouts](https://www.facebook.com/scottish.scouts)

### Information Centre

Tel: 0845 300 1818  
Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)  
Web: [www.scouts.org.uk](http://www.scouts.org.uk)  
Facebook: [www.facebook.com/scoutassociation](https://www.facebook.com/scoutassociation)

# ROLE DESCRIPTION

## District Commissioner

### This vacancy is for

|                        |  |
|------------------------|--|
| Name of Scout District |  |
| Located                |  |

### This District has

|                         |  |
|-------------------------|--|
| Number of youth members |  |
| Number of adults        |  |

|                              |  |
|------------------------------|--|
| The Regional Commissioner is |  |
|------------------------------|--|

### Purpose of the role

The District Commissioner is a key role which provides leadership and management to all adult and youth members of the District.

The role also requires the right individual to:

- Provide strategic leadership to Scouting in the District
- Ensure that good quality Scouting is delivered to young people
- Develop Scouting in the District
- Promote and maintain the policies of The Scout Association
- Positively manage and support adults, defining roles and responsibilities

### Responsible to

Regional Commissioner

### Responsible for

Group Scout Leaders, Assistant District Commissioners, District Explorer Scout Commissioner, District Scout Network Leader, Assistant District Commissioner (Adult Training) in conjunction with Assistant Regional Commissioner (Adult Training), District Nights Away Advisers.

### Main Contacts

District Chairperson, Group Scout Leaders, Assistant District Commissioners, District Advisers, District Explorer Scout Commissioner, District Scout Network Leader, Regional Commissioner, Assistant Regional Commissioners, Regional Advisers, District Executive, Scottish Headquarters Staff and Volunteers, other statutory and voluntary youth organisations, local authorities

### Appointment requirements

- Understand and accept The Scout Association's policies
- Satisfactory PVG clearance
- Completion of a Wood badge (training modules 1, 2, 4, 5-11, 21-25)
- Eligible for Charity Trustee status

## Main Responsibilities

- Ensure that the District has an adequate number of 'fit and proper' adults working effectively together to meet the Scouting needs of the District
- Ensure that all adults are adequately supported including induction, training, review and development
- Produce a District Development Plan providing a vision and strategy that ensures the Scouting needs within the District are met
- Resolve problems or disputes that occur within the District
- Appoint a District Chairperson
- Manage a team of adults including regular meetings with District Team and Executive
- Ensure the presence of an effective Explorer Scout and Scout Network provision within the District

## Core Tasks

### Manage a team of Assistant District Commissioners and Advisers

- Ensure that certificates of appointment are presented to adults in the District
- Ensure that adequate procedures are in place and followed and ensure that all activities and meetings in the District are safe and follow the rules of The Association
- Recommend and present awards for adult members of the District
- Ensure that District is represented at Group AGMs
- Appoint Assistant District Commissioners, a District Explorer Scout Commissioner, a District Scout Network Leader, Group Scout Leaders and District Advisers
- Appoint Assistant District Commissioner (Adult Training) in consultation with Assistant Regional Commissioner (Adult Training)

### Work in partnership with Regional and District Teams

- To plan and co-ordinate support provided to Groups, Explorer Scout Units and the District Network
- To annually review progress, standards and effectiveness of Development Plans, and redefine future targets and tasks for development of Scouting in District
- Arrange regular meetings with District Team to discuss current issues
- Arrange regular visits to Groups to listen to views, note and share good practice.
- Support the District Team and Group Scout Leaders in personal training and Development.
- Represent the District at meetings with the Regional Commissioner and other District Commissioners
- Represent the Regional Commissioner within the District
- Communicate views arising from meetings with District Team
- Inform the Region of District needs and issues

### Work in partnership with the District Executive

- Annually nominate the District Chairperson
- Keep Executive advised of financial and other resource requirements
- Attend regular meetings of the District Executive
- Annually nominate members of the District Scout Council to serve on the District Executive Committee.
- Produce an annual summary/review of Scouting in the District
- Liaise with Regional Commissioner and Advisers
- Develop and maintain good working relationships and seek contacts both internal and external to Scouting within the District and local community

## Person Specification

Should be able to demonstrate

- The ability to communicate (verbal and non-verbal) with a variety of audiences
- The ability to lead and manage a team
- Able to deliver as promised
- Initiative
- Ability to motivate and enthuse others
- Scouting experience at a level which supports the above

# Nomination and application form

## District Commissioner

If you think you know just the right person for this role, or are interested in the role yourself, please complete the form below

|                              |         |         |
|------------------------------|---------|---------|
| Name of nominee or applicant |         |         |
| Address                      |         |         |
| Telephone                    | Daytime | Evening |
|                              |         |         |
| Email                        |         |         |
| Membership number            |         |         |

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description)

|  |
|--|
|  |
|--|

Please describe the relevant skills that this person has for the role

|  |
|--|
|  |
|--|

Please outline why you felt motivated to complete the nomination/application

|  |
|--|
|  |
|--|

Please complete this section if you are nominating someone else for this role

|                                   |         |         |
|-----------------------------------|---------|---------|
| Nominated by                      |         |         |
| Address                           |         |         |
| Telephone                         | Daytime | Evening |
|                                   |         |         |
| Membership number (if applicable) | Date    |         |

This form should be returned to \_\_\_\_\_ by \_\_\_\_\_