



Use your skills to help young people gain theirs.

Deputy District Commissioner – East Lothian

Information for anyone considering the role.

eastlothianscouts.org.uk/

January 2022



About us	3
Being a DDC	6
Our strategic plan	7
Our values	8
Our key policies	8
The role	9
How to apply	13

About us

It is an exciting time to be involved in Scouting as we adjust and recover from the coronavirus pandemic whilst continuing our current strategy to prepare better futures and deliver skills for life to young people who want to access Scouting.

We're Scouts and everyone's welcome here. All genders, races, and backgrounds. Every week we give almost half a million people aged 6-25 the skills they need for school, college, university, the job interview, the important speech, the tricky challenge, and the big dreams: the skills they need for life.

At a time when communities are becoming more divided, we bring people together. When many young people are struggling to find purpose and belonging, Scouts helps them develop skills, confidence, and a sense of hope. We inspire positive futures and help young people find their place in the world by developing the character, employability, and practical skills they need to succeed.

‘Scouts made me a do-er and a give it a go-er. Made me question and listen and have a wide-open mind. Scouts made me take a deep breath and speak up. Made me think on my feet, made me see the big picture, made me ignore the butterflies and go for it. Scouts made me get back up and try again. Made me think about what’s next, and plan for it. Made me jump in, get muddy, give back and get set.’

East Lothian Scouts

[East Lothian District](#) covers the area of the local authority of East Lothian Council. It is responsible for the Scout Groups (each of which includes Beavers, Cubs and Scouts) and Explorer Units in the District.

The District Commissioner is Hilary Cartwright.

East Lothian Scouts' membership includes:

- 197 Beaver Scouts (6 - 8-year-olds)
- 261 Cub Scouts (8 - 10½ year olds)
- 201 Scouts (10 ½ - 14-year-olds)
- 41 Explorer Scouts (14 – 18-year-olds)
- 9 Network members (18 – 25-year-olds)
- 168 Adults (18+ year olds)

East Lothian Scouts District is made up of 12 Groups. Groups include:

1st Aberlady Scout Group
1st Cockenzie
1st Dunbar
East Linton
1st Gifford
1st Gullane
2nd Haddington
1st Longniddry
1st Musselburgh
1st North Berwick
1st Pencaitland Scout Group
1st Tranent

If this year is the year for you to accept a new challenge, then come along and visit one of the **East Lothian Scout District's Groups**.

Scouting is thriving in the East Lothian District, and we offer Scouting to over 700 young people aged 6-18 giving them "skills for life" to help them build their confidence and resilience, work as a team and contribute to their community and most importantly have fun doing so!

They are supported by over 160+ adult volunteers in a wide variety of roles, both working directly with young people as well as behind the scenes.

We are always looking for new adult volunteers to support our existing Scout teams as we currently have a waiting list of 250 young people in East Lothian which is likely to increase due to the population growth in our area. Having more adults involved will ensure that we can respond to these challenges and continue to offer more young people the ability to try new experiences and have adventures such as camping, fire-lighting, climbing, and abseiling, and yes, learn how to tie and use knots.

You do not need to have any specific skills or have been in scouting as a child or be like Bear Grylls to get involved. We have lots of different and flexible roles local to you which means you can give as little or as much time as you like, working with young people directly or behind the scenes.

We would love to be able to explain more about Scouting across East Lothian and the opportunities we have for you to get involved. Please contact our [District Commissioner](#) to learn more about the role in the District Team and discover how you can give young people the skills they need to succeed in life and how being part of the Scouting family can be as rewarding for you as it is for them.

We look forward to meeting you!



What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There is something for everyone. It is a wonderful way to have fun, make friends, get outdoors, express your creativity, and experience the wider world.

What do volunteers do?

Helping young people develop skills for life is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community-based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

In East Lothian, volunteers in the District Team do have many opportunities to meet with other Scouts leaders across East Lothian to make new friendships, so it's great if you are new to the area. You can fully participate in all our fun District events to see at first hand the difference your volunteering makes to what opportunities we can offer young people in East Lothian.

Why would I want to volunteer as a Deputy District Commissioner (DDC)?

So, what's in it for me you're wondering? Whilst volunteering as a DDC can be challenging at times, it is also incredibly rewarding and here is why.

Working with the District Commissioner (DC), as a DDC you will be able to really develop and hone **your leadership skills** by managing teams of remote volunteers across the breadth of East Lothian. Leading and managing volunteers provides so much more opportunity and experiences than with employees, what you can gain by doing this really well can be **a great asset for your professional life** as well as in Scouts. The issues and challenges that you find ways to tackle will stretch you as an individual and as a leader and you'll find yourself **discovering new things that you are capable of achieving**.

This role is all about people and one of the incredible benefits of volunteering in any role in Scouts, but even more so as DDC, is the teams of people you get to work with. You will inherit an incredible **team of dedicated people** leading Scouting in East Lothian, from the District Commissioner who manages Scouting on a local level, to the people delivering high quality training for our Scout Leaders. As DDC **you get to inspire, motivate, shape, and develop this team**, building friendships and establishing a sense of camaraderie focused on our mission for young people.

If you **get a kick out of seeing things happen**, achieving success and making a positive impact to a wide audience then being a DDC provides all of that. In this role you will get to see the difference that Scouts makes to so many young people's lives across a large area, helping them developing skills for life, fostering friendships, and providing so many incredible and unforgettable experiences.

As DDC you have a significant role **to lead the progress of our strategy** with the District Commissioner and team. It is an exciting time to take up the reins and support this work to achieve our ambitious goals for new young people.

And if you're reading this thinking that it all sounds quite exciting and something you'd quite enjoy doing, but maybe you're worried about the timing or you might think there is someone else who would be better for the role, **ask yourself if not me, then who? If not now, then when?**

Our strategic plan

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship, and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. Our previous plan, Scouting for All, inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 460,000 young people aged 6-18 (including the highest number of girls in our history) get the best possible start in life.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.'

Tim Kidd, UK Chief Commissioner

Skills for Life

Our plan to prepare better futures 2018-2023

Our vision

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Our mission

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

Our values

We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

Our goals

We will achieve the following goals against our four objectives:

Growth

- 50k more young people
- 10k more Section Leaders
- 5k more Young Leaders

Inclusivity

- The demographic of adult volunteers reflects society
- In 500 more areas of deprivation

Youth Shaped

- 250k young people shape their Scouting each year
- 50% young people achieve top awards

Community Impact

- 250k young people making a positive impact in their local communities each year
- 50% young people achieve top awards

Our three pillars of work

To meet these objectives, we will focus on three pillars of work:

Programme

A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.

People

More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.

Perception

Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

Our values

- **Integrity**

We say what we mean and when we make a promise, we keep it.

- **Respect**

We listen to others, explore our differences and work to find common ground.

- **Care**

Scouts are friends to all and think of others before themselves.

- **Belief**

We believe passionately in improving the lives and life chances of young people and helping them explore and develop their beliefs and attitudes.

- **Cooperation**

Scouting is about teamwork. We believe that when we work together, we achieve more than we can on our own.

Our key policies

All members follow our key policies. The policies cover:

- **Child Protection**
- **Equal Opportunities**
- **Religion**
- **Safety**

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>



Did you know?

- 9 out of 10 parents think their children would benefit from learning skills for life
- 83% of parents think Scouts helps young people develop skills for life
- 9 out of 10 UK adults think Scouts develop empathy
- 9 out of 10 UK adults think Scouts develop active listening skills 11 of the 12 people to walk on the moon were Scouts.
- Scouts have stood on the summit of Everest and at the South Pole.
- Scouts are public spirited – all our leaders are volunteers and nearly half (47%) volunteer outside of Scouts too.
- Over 160,000 adult volunteers in Scouting learn new skills, make new friends, and make a positive impact in their communities.
- We offer over 200 activities from abseiling and coding to drama and water-zorbing.
- Over a quarter of UK Scouting's membership is female.

We're Scouts and everyone's welcome here. All genders, races, and backgrounds. Every week we give almost half a million people aged 6-25 the skills they need for school, college, university, the job interview, the important speech, the tricky challenge, and the big dreams: the skills they need for life.

At a time when communities are becoming more divided, we bring people together. When many young people are struggling to find purpose and belonging, Scouts helps them develop skills, confidence, and a sense of hope. We inspire positive futures and help young people find their place in the world by developing the character, employability, and practical skills they need to succeed.

The role

Overview

This is a volunteer vacancy. We're looking for an enthusiastic and keen individual to take on this exciting role of Deputy District Commissioner (DDC) for our Scout District. You'll be responsible for inspiring, leading and supporting the development of the Scout section in East Lothian. You'll be working closely with our District Commissioner and be a key person in the growth of Scouting in East Lothian and the surrounding area.

This is a management role, and we need someone who can provide support to the District Commissioner in leadership, motivation, and guidance to our other adult volunteers. A large part of this role involves supporting managers of local Scout Groups. For any adult volunteer in Scouting, their manager will be a regular point of call for support. Don't worry if you've not had any recent Scouts experience as a leader or volunteer but some connection to the scouting movement is desirable. we will make sure you're fully trained and supported.

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

Purpose: To work in partnership with the District Commissioner to ensure that through the support of the District Programme Team that a quality programme is delivered to all Beavers, Cubs, Scouts and Explorers. To work in partnership with the District Commissioner to ensure that all adult members are fully supported in their respective roles, and in accordance the rules set down in Policy Organisation and Rules (POR).

Appointed by: District Commissioner

Responsible to: District Commissioner

Key tasks: Working with the District Commissioner to

- Ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District.
- To ensure a District Programme Team is in place (ADC Sections, ADC Activities, District Leaders).
- Working with the ADCs to support leaders in delivering quality programmes.
- Encouraging appropriate Section and District events and activities to support leaders in delivering a quality programme.
- Along with ADC Sections, identifying ways to better support Section Leaders in running their Sections and delivering a quality programme.

- Assist GSLs in the encouragement of all Leaders providing a balanced and improving programme.
- Be a conduit to ensure relevant programme information from HQ, Region and District is communicated to all Sections.
- Support the Young Leader training programme and ensure, in conjunction with the Young Leaders' Leader and DESC, that Young Leaders are well supported.
- Attend District and Region meetings as required.
- Ensuring new leaders are welcomed into Scouting and are able to complete Induction within 5 months of joining.
- Ensuring sufficient Induction Mentors, and that they are briefed as to their responsibilities in leader Induction.
- Ensuring that Wood Badge training has been identified by ADC Training and Training Advisors in conjunction with leaders and that the appropriate training is then subsequently carried out within the prescribed timescales.
- Manage the requirement for Reviews to be completed.
- Ensure that leaders are all fully recognised through the adult award process.
- Identify other ways to ensure that our adult volunteers feel valued.
- Ensure that all leaders are aware of the benefits and implications of using social media.
- Support and assist, where the DC requires, in managing the implications from any safeguarding issues, and in resolving any adult disputes and complaints within the District.
- Co-ordinate the management of external volunteering enquiries.
- Other tasks as agreed with the District Commissioner.

Person specification

Skills and abilities:

Essential:

- Excellent written and oral communication skills
- Provide advice and guidance effectively to others
- Provide inspirational leadership for the District
- Provide strategic direction for the District
- Motivate adults volunteering in the District
- Build, maintain and facilitate effective working relationships with a wide range of people
- Enable others to identify issues, clarify objectives, develop attainable objectives, and gain the necessary skills and confidence to work as an effective team
- Ability to negotiate compromises
- Plan, manage and monitor own tasks and time
- 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
- Use basic computer software

Knowledge and experience:

Essential:

- Ability to manage adults effectively

Desirable:

- Experience of working in the Scout Movement as an adult
- Understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or community work with adult groups

**Personal
qualities:**

Essential:

- An understanding of the needs of adult volunteers
- Flexible approach
- Self-motivated
- Able to work as part of a team and promote good teamwork
- Resourceful, energetic, and enthusiastic about the job
- Acceptance of the fundamentals of the Scout Movement



Core skills

We have identified six core skill areas that make a good Scouting manager:

1. **Providing direction:** A good Deputy District Commissioner will help 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 Deputy District Commissioner can help create 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:** A good Deputy District Commissioner can help ensure that District goals are achieved, plans are seen through to



Scouting opportunities to young people.

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 A Deputy District Commissioner can encourage volunteers to think of creative ways to improve Scouting across the District. They should then provide the support to implement appropriate changes.

5. **Using resources:** A good Deputy District Commissioner will ensure that information and resources are available, helping volunteers across the District to continue to provide excellent

6. **Managing time and personal skills:** A good Deputy District Commissioner should use their time effectively and be willing to continue to learn and improve their skills.

How to apply

Process

Thank you for your interest in volunteering. You can apply for the role yourself using the application form or nominate someone else using the nomination form. Nominated people are under no commitment to apply unless they wish to. Shortlisting will be based solely on the information provided by each candidate in their application form. All applications should address the requirements of the role, as laid out in the role descriptions and person specification.

For more information, or for an informal chat about this vacancy, please contact: Hilary Cartwright, District Commissioner via [email](#) or call 07766 227 679.

Key dates

The closing date for applications is **March 11th 2022**.

Apply

If you are interested in applying for the Deputy District Commissioner role with East Lothian, please complete the application form below.

Your full name	
Your contact telephone	
Your contact email	
Role applied for	
Please outline why you want to apply for the role. 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)	

The closing date for receiving applications is **March 11th 2022**. Please send an introductory email with the above attachment to: **Hilary Cartwright, District Commissioner** via [email](#).

Nominate

If you think you know the right person for the Deputy District Commissioner role, please complete the nomination form below. Nominating an individual does not commit them to applying, but, if they choose to, they will be required to complete a more thorough application form.

Nominee's full name	
Nominee's contact telephone	
Nominee's contact email	
Role nominated for	
Please outline why you felt motivated to nominate this person for the role	
Please describe the skills they would bring to this role (refer to person specification)	
Your name	
Your email	
Your telephone	

The closing date for receiving applications is **March 11th 2022**. Please send an introductory email with the above attachment to: **Hilary Cartwright, District Commissioner** via [email](#).

Further information

Visit [District roles](#) | [Scouts](#)

More about East Lothian Scouts - <https://sesscouts.org.uk/ser/region-who-we-are/east-lothian/>

Updated January 2022