



West Leeds Scouts

District Commissioner
Vacancy pack





Welcome

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

The District is currently being led by Kath Burrell and Matt Rudd. They have been in post since 2016 and now feel that the time is right to step down. We thank them for the time that they have spent in the role making sure that many Young People have gained 'Skills for Life' in a fun, challenging and safe environment supported by the adult volunteers in West Leeds. We are now seeking to appoint a new District Commissioner for West Leeds.

This is a key leadership and management role, and we need someone who can provide leadership, motivation and guidance to our adult volunteers upholding our Scout values of Care, Cooperation, Integrity, Respect and Belief. You don't need any prior experience of scouting to apply for this role, we will make sure that you are fully trained and supported. As District Commissioner for West Leeds you would be part of Central Yorkshire and would be welcomed into our team of 8 District Commissioners across Leeds and Wakefield.

We look forward to receiving your application.

Carol Milburn
County Commissioner





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'll make sure you're properly trained and supported.

Our values

Integrity

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

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

Respect

Care

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

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

Belief

Cooperation

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



Our Structure

The County Commissioner is primarily responsible for the provision and development of scouting across Central Yorkshire. She is responsible for putting into place a management and support structure that underpins the needs of our county and districts and is responsible for generating a county strategic plan that meets the needs of the county and our districts, groups, units and networks.

The county leadership team

The county leadership team manages the strategic leadership of scouting in the county and provides support at all levels.

This overarching team is responsible for:

- the day-to-day management of the support and services provided by the county
- the management of scouting at county level
- the management of scouting in each of our districts (led by the appropriate district commissioners)
- sharing success, great ideas and good practice
- the county strategic plan
- discussion of and decisions relating to the growth and development of scouting across the county
- the support provided to our district commissioners

The county executive committee

Our county executive committee is an important part of the day-to-day running of our county and exists to support the county commissioner in meeting the responsibilities of his appointment. They also ensure the county complies with the Policy, Organisation & Rules of The Scout Association and charity governance (in accordance with the Charity Commissioner for England & Wales) and provides support for our county team and our districts. The county executive committee meets bi-monthly and is committed to being an exemplar of good practice in governance.

District Commissioner for West Leeds Scouts

We're looking for someone (or a couple of people to share the role), who can provide leadership, motivation and inspiration to our Scout groups across West Leeds.

The District Commissioner is the lead volunteer who ensures that our scout groups, explorer scout units and scout network in the district are supported so that the young people get the best quality scouting they can.



A bit about West Leeds Scout District

West Leeds Scout District is a registered charity and operates under the rules of The Scout Association and is led by the District Commissioner (DC). The DC is supported by an experienced and diligent district team and a long-standing and conscientious board of trustees (the district executive committee). West Leeds Scout District is one of the eight Scout Districts that make up the Central Yorkshire Scout County. The District is vibrant and active and currently runs one Squirrels Drey, thirteen Beaver Colonies, thirteen Cub Packs, Thirteen Scout Troops, Four Explorer Units and one Network section.

Role profile

Role:	District Commissioner
Purpose:	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 that the District provides good quality Scouting for young people and proactively supports and manages adults in across the District.
Responsible to:	County Commissioner
Responsible for (as appointed):	Deputy District Commissioners, Group Scout Leaders, District Explorer Scout Commissioner, District Scout Network Commissioner, Assistant District Commissioners, District Scout Active Support Managers, District Leaders, District Advisers, District Nights Away Advisers, District Media Manager, other members of the district team as appointed.
Main Contacts:	County Commissioner, Deputy District Commissioners, Group Scout Leaders, District Explorer Scout Commissioner, District Scout Active Support Managers, District Scout Network Commissioner, Assistant District Commissioners, members of the District Executive Committee and its sub-committees, County Training Manager, Local Training Managers, County Development Officer, members of the Regional Services Team, other District Commissioners, members of the local community, schools and other youth organisations.
Appointment Requirements:	Successful completion of The Scout Associations' appointment process, completion of 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 District Executive Committee)

Person specification

Age

- ☐ 18 or over

Skills required:

- ☐ Ability to lead a team of adults
- ☐ Excellent written and oral communication skills
- ☐ Be computer literate
- ☐ Provide inspirational leaders for the district
- ☐ Provide strategic direction for the district
- ☐ Be a self-motivator and be able to motivate others positively
- ☐ Able to work well and as appropriate chair meetings
- ☐ Presenting and facilitating skills
- ☐ Ability to work and engage with young people aged 6 – 25
- ☐ Able to build, maintain and facilitate effective working relationships with a wide range of people
- ☐ Ability to negotiate compromises
- ☐ Ability to speak publicly
- ☐ Ability to work within predefined limits (for examples timescales and budgets)
- ☐ Construct and implement development plans that improve and grow the scouting offered to young people

Knowledge and experience:

- ☐ An understanding of The Scout Association's structure and procedures
- ☐ Previous experience of youth involvement/participation

Personal qualities

- ☐ Self-motivated
- ☐ Accept the policies and rules of The Scout Association
- ☐ Willingness to become a member, take The Scout Association Promise and wear the scout uniform
- ☐ Accept and promote scouting's fundamentals
- ☐ Have time available, amongst other commitments to commit to the role
- ☐ Ability to meet deadlines
- ☐ Be in a position to travel within the district, as required
- ☐ A willingness to promote the agreed, viewpoints rather than perpetuate personal views
- ☐ Have a flexible approach

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Practical Information

Benefits to you:

- ☐ Employability skills
- ☐ Management experience
- ☐ Strategic thinking
- ☐ Key volunteer for a national not-for-profit organisation
- ☐ Build confidence
- ☐ Training available if required

Key meetings per year:

- ☐ Organise and chair at least 4 district team meetings
- ☐ Attend meetings of the district executive committee
- ☐ Attend and lead the district's annual general meeting (in partnership with the district chair)
- ☐ Attend district events as required.

The following information is provided to help you understand a little more about the support provided and the process that will be followed.

Expenses

Expenses incurred whilst undertaking the role are reimbursed in line with the district's expenses policy.

This is designed to ensure you are not out of pocket and that a person's financial situation is not a barrier to being appointed.

Induction

A full induction is provided on commencement of the role and it is a condition of appointment that you participate in this process. This will involve an introduction to the district and meetings with the county development office and staff from the regional services team.

Training

As with all appointments in scouting you will be required to undertake the relevant learning and validation for this role to complete a manager & supporter wood badge within three years. You will have a training adviser who will help you identify and validate your training plan.

Term of appointment

The initial appointment is for a maximum of five years but may be shorter by mutual agreement with the county commissioner and county appointments sub-committee.

Transforming the way we volunteer in Central Yorkshire

**The way we volunteer with the scouts is
changing, to ensure that everyone that helps:**

- is welcomed**
- is supported**
- is valued**
- gains skills**
- has fun!**
- Know they matter**

The areas of change are:

- A warmer welcome for everyone**
- A more engaging learning experience**
- : Simplifying our roles and structures**
- Amazing digital tools to help get everyday things done**

Interested..?

We are really excited that you are interested in the West Leeds District Commissioner role.

Your next step...

Please take some time to complete the information requested on the application/nomination form. Make sure you provide as much relevant information as possible. This will help the search group consider who may be best suited for the role.

Please refer to the role description and person specification detailed in this pack and help us understand how you (or the person you are nominating) meet the requirements of the role. It may be helpful to include experiences outside of scouting that are relevant to the role such as in professional or other volunteer capacities.

Please do not hesitate to nominate people for the search group to consider. We would welcome as many suggestions as possible and we will approach people sensitively even if they are not aware that they have been nominated.

If you suggest someone else for the role you will not hear whether that person has been short-listed or not, in order to maintain the confidentiality of the process.

Applications and nominations should be sent using our online form which you can find by scanning the QR code or visit [Volunteer | Central Yorkshire Scouts \(cycscouts.org.uk\)](https://cycscouts.org.uk)

DC Application/Nomination form

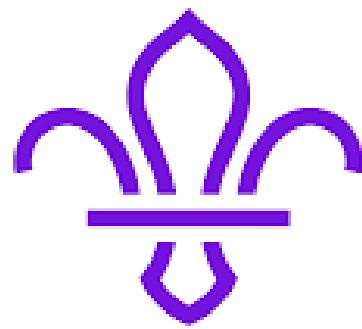


Queries

If you have any questions on any aspect of the role or wish to have an informal chat, please contact:

Sarah McAtominey

Email: sarah.mcatominey@cycscouts.org.uk



Scouts
Central Yorkshire