

Role description for an Area Commissioner



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About this factsheet

This factsheet will help those currently in the role of Area Commissioner, provide information for those considering the role and also assist those managing the appointment process. It contains the following:

1. An outline role description. This will help to provide an overview of the role and its priorities. It describes what the role should achieve without going into detail.
2. A person specification. You can use this to help identify the skills required for the role, the training that may be required to carry out the role successfully and to select someone for the role.
3. A detailed description of the role. This will help you and your line manager explore the role so that you can agree how it will be carried out, what the priorities and responsibilities are and agree a training and development plan.

The detailed role description is based on the six areas of leadership and management that The Scout Association believes are required to motivate other adults and provide excellent Scouting in your community. These are:

1. Providing direction
2. Working with people
3. Achieving results
4. Enabling change
5. Using resources
6. Managing your time and personal skills

Further information about leadership and management can be found at www.scouts.org.uk/managers

How to use this factsheet

Every Area is different and every Area Commissioner is different. This factsheet is intended to be a starting point for agreeing what is needed for the Area at this point in its development. It should also be used as the basis for mutually agreeing how the role will be carried out and how responsibilities will be allocated (for instance in a role share) or delegated to a Deputy.

That's why it is not intended that this whole factsheet is to be given to a current role holder or potential candidate. The Chief Commissioner for Wales should adapt this information so it best fits your current situation, taking into account whether you are reviewing a current role holder, looking for a new Area Commissioner or agreeing the role with a new person. For instance you may wish to give only the outline role description to someone considering the role, providing more information and detail as they require it.

But do make sure you agree a role description with an Area Commissioner. That way, in the future, you can both review how the role is going.

Please use this factsheet as the starting point for this agreement and be prepared to make mutually agreed changes if necessary. After reviewing the responsibilities here, you might think it's a good idea to delegate tasks to other members of the Area team – it may be appropriate to appoint a Deputy Area Commissioner.

The Scout Association

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Outline role description

Title: Area Commissioner

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

Responsible to: Chief Commissioner for Wales.

Responsible for: District Commissioners, Deputy Area Commissioners, Assistant Area Commissioners, Area Network Scout Commissioner, Area Training Manager, Area Scout Active Support Manager(s), Area Scouters, Area Advisers, Area Media Development Manager.

Main contacts: Deputy Area Commissioners, Assistant Area Commissioners, Area Chairman, Area Network Scout Commissioner, members of the Area Executive Committee and its sub-committees, District Commissioners, Area Training Manager, Area Scout Active Support Manager(s), Field Commissioners, , Local Development Officers, other Area Commissioners, members of the local community, schools and other youth organisations.

Appointment requirements: Must complete 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 Area Executive Committee).

Main tasks:

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

Some of the tasks for which the Area Commissioner is responsible may be delegated to others in the Area, including a Deputy Area Commissioner, if appointed.

Person specification

Knowledge and experience	Essential/Desirable
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
Skills	Essential/Desirable
Excellent written and oral communication skills	Essential
Provide advice and guidance effectively to others	Essential
Provide inspirational leadership for the Area	Essential
Provide strategic direction for the Area	Essential
Motivate adults volunteering in the Area	Essential
Build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enable 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
Plan, manage and monitor own tasks and time	Essential
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
Use basic computer software	Essential
Personal qualities	Essential/Desirable
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 job	Essential
Acceptance of the fundamentals of the Scout Movement	Essential

Detailed description of the role

The role of Area Commissioner is based around six key areas of leadership and management.

1. Providing direction – as an effective Area Commissioner you will be required to:

- Lead by example to promote a co-operative culture of working in the Area.
- Create a vision for the future development of the Area that takes into account the strategic objectives of The Scout Association and Wales.
- Develop a plan to realise the vision for the Area, implement and regularly review it.
- Provide leadership, inspiration and motivation for all adults volunteering in the Area.
- Ensure that everyone in the Area follows the policies and rules of The Scout Association.
- Carry out regular one-to-one meetings and support adults who report directly to you.

2. Working with people – as an effective Area Commissioner you will be required to:

- Develop good working relationships based on trust and Scout values with the adults in the Area and with others in Scouting.
- Manage succession planning and identify the roles that you need to make the Area work effectively and recruit suitable people into those roles.
- Allocate tasks to people within the Area and monitor the progress of those tasks.
- Support adults in the Area Team to develop by completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
- Build a team spirit in the Area and support the development of the team as a whole.
- Address conflict as it occurs within the Area and reduce the likelihood of it happening through good communication and other methods.
- Run effective team meetings in the Area and participate fully in the Area Executive and Wales Area Commissioner meetings.
- Ensure that adults in the Area perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the Chief Commissioner for Wales.
- Appropriately acknowledge good work carried out in the Area (through local events and the national Scout adult award scheme).
- Carry out effective reviews and re-assign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the Area's local area.

3. Achieving results – as an effective Area Commissioner you will be required to:

- Satisfactorily complete projects in the Area for which you are responsible.
- Ensure that all the initiatives in the Area are managed appropriately.
- Ensure that there are appropriate processes in place within the Area so that Scouting is delivered effectively to young people.
- With the Area Executive Committee and the Area Team ensure that Scouting is promoted locally.
- Build up an understanding of the young people in your local area and ensure that Scouting is promoted effectively to them, including focusing on their needs and expectations.
- Monitor and review the progress that District Commissioners are making against their targets and development plans.

- Have a robust Area development plan in place and regularly review progress.
- Satisfactorily resolve problems and issues raised by adult and youth members of the Area and by parents or carers of youth members in the Area.
- Continually improve the performance of all elements of Scouting within the Area.

4. Enabling change – as an effective Area Commissioner you will be required to:

- Support and encourage adults in the Area to think of new and creative ways to improve Scouting within the Area.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- Communicate your vision for the future of the Area and lead people through changes that this vision requires.
- Develop effective plans to implement change and then carry them out, working together with relevant members of the Area.
- Recognise the contribution of others towards change and improvement.

5. Using resources – as an effective Area Commissioner you will be required to:

- As part of the Area Executive Committee, ensure that appropriate financial measures are in place.
- As part of the Area Executive Committee, ensure that there is an adequate income for the Area including the identification of other income sources such as grants.
- Ensure that the health and safety of everyone involved in Scouting within the Area is properly managed at all levels.
- Work with the Area Executive Committee and the Area Team to ensure that the Area has sufficient physical resources to support its work with youth members.
- Work with the Area Executive Committee and the Area Team to minimise the negative impact and maximise the positive impact that the Area has on the environment.
- Make decisions about matters within the Area based on the best available information.
- Ensure that key knowledge within the Area is properly managed and used to improve the operation of Scouting within the Area.
- Provide resources, support and encouragement for teams of volunteers within the Area to work in many ways.

6. Managing your time and personal skills – as an effective Area Commissioner you will be required to:

- Agree realistic goals and targets with the Regional Commissioner for the development of the Area that work towards The Scout Association's strategic objectives.
- Consider the future requirements of your role then identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.
- Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the Regional Commissioner.
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Attend National and Wales Area Commissioner meetings and events.