# Role Description: County Leader - Manager and Supporter Recruitment

Date: 30.01.2019

Outline: To lead and assist with the recruitment process for roles both at County and District level, both internally and externally to Norfolk Scouts

Responsible for: No direct reports.

Responsible to: Deputy County Commissioner (Growth)

## Main Contacts: County Commissioner, Deputy County Commissioners, County Appointments Committee, District Commissioners

Appointment Requirements: To understand and accept The Scout Association’s policies, have a satisfactory disclosure check, Completion of Wood Badge, which includes the Leadership and Management Modules as detailed in the Adult’s Personal File and The Scout Association’s Adult Training Scheme.

Alternatively this role can be non-uniformed but a satisfactory disclosure check would still need to be undertaken and some mandatory training.

## Main tasks

* To work in partnership with the County Appointments Committee and County Commissioner to look for people to take up roles at County/District Level
* To actively promote the roles internally in Norfolk Scouts via Weekly Updates, ,Facebook and the Website
* To share and promote the roles to external sites such as :Linked in
* To prepare and maintain role profiles for all County team roles
* To speak with nominated candidates for the roles prior to them being invited to interview
* To keep the Deputy County Commissioners and District Commissioners informed of progress on vacancies in their teams

## Personal specification

Information about the type of person

## Abilities, Skills and Experience

|  |  |
| --- | --- |
| Essential | Desirable |
| * Be confident in meeting and talking to new people * Understand the structure and roles within Scouting * Able to work to deadlines * Able to create reports provide effective feedback | * Previous experience in Recruitment/HR * Proactive on professional sites such as Linked In * Able to devote 3-4 hours per week * Access to PC and basic IT Skills |