

**Role Description: County Programme Team Member (International)**

**Launch Date**

**Closing Date for Applications**

**Outline** To work in partnership with the County Programme Team Lead to bring an international dimension to the balanced programme to ensure that adults are given the support, tools and skills to implement and progress the Global Programme in Scouting across Norfolk.

Ensure that the Visit Abroad process is always followed and that all pre-requisite permits, documents (risk assessments; critical incident plans) are in place and approvals are given prior to any group travelling overseas

**Snapshot of the Role:**

You will know you are successful in the ACC International role when:

* Leaders are engaged with International opportunities within the programme
* More young people take part in International activities

**Main tasks**

* Contribute as a member of the County Team and to the development of the County.
* Co-ordinate and support international activities at a County level.
* Devise and maintain a rolling 12-month plan that includes targets and outcomes.
* Support the County Programme Team in developing appropriate international awareness amongst leaders and young people.
* Maintain working relationships with all members of the County Team.
* Provide support for the County Programme Team Lead
* To identify, create and distribute guidance and resources for all aspects of Global Programme.
* Maintain up to date information on international initiatives and circulate them widely.
* Support Global and International aspects of the balanced programme.
* Support parties and individuals travelling abroad and support visiting international Scouts as the initial single point of contact.
* To support NORJAM in all aspects of international scouting.
* Liaise with the International Lead and International Office at UKHQ.
* To attend meetings and conferences at County and National level as required.

**Personal specification**  
As the County Programme Team Member (international), you will be an approachable and supportive subject matter expert on elements of the Global Programme and provide clear and concise direction to those contemplating or partaking in International Scouting events. You will need to be able to ready to proactively respond to any incidents involving scouts on international trips to ensure that support mechanisms are triggered and followed.   
As a supporter in scouting, you will be expected to take accountability and responsibility for initiatives passed down by the CPTL 

**Abilities, Skills and Experience**

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| **Essential** | **Desirable** |
| * Want to see quality programmes which include an international dimension by supporting leaders to embrace all aspects of the Global Programme * Passionate about bringing Scouting to more young people in a creative and proactive manner to engage, excite and enthuse young people and adult volunteers to deliver their plans * Capable of interpreting the PoR in a clear, concise and unambiguous manner in all aspects of International Scouting * Capable of working under pressure in response to any incidents requiring your support * Able to communicate by telephone and email * As a manager in scouting, you will be able to work flexibly to accommodate the dynamic and sometimes very demanding nature of the CPTM International role * Access to a PC and basic IT skills (Word and Excel) with access to email at least once a day. | * Able to commit around 3 hours a week on average * Able to relate with young people and adult volunteers * Having had previous experience of international scouting either as a participant or as an organiser |

**Responsible to** County Programme Team Lead

**Main Contacts** County Lead Volunteer, County Chairman, County Team Leads, District Lead Volunteers, Group Lead Volunteers, International Lead and International Office at UKHQ.

**Time and Resource Commitment** A CPTM is a key role to support volunteers across Norfolk in the understanding of the Scout Association programme.   
There will be some travel involved, but many aspects of the role can be completed at home.  
An average weekly commitment of three hours is anticipated, but workload and diaries are self-managed and flexible.

**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.