# District Lead Volunteer

## Information for anyone considering the role of District Lead Volunteer for Central Norfolk

## About us

Overview of Scouting

We are the UK’s biggest mixed youth organisation. We change lives by offering 4 to 25 year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



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’s something for everyone. It’s a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

What do volunteers do?

This everyday adventure 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.

Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting’s greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

## Our strategy

A new strategic plan for Scouting across the UK is currently nearing completion to secure a strategic direction through to 2025 and to grow on the success of the current plan. Team UK (the team of lead volunteers that leads Scouting across the UK) will play a key part in leading the delivery of this strategy. More details on the work towards our new plan are available [online](http://www.scouts.org.uk/ourplan).

By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

## Scouting’s fundamentals

#### Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

#### Our values

As Scouts, we are guided by these values:

##### Integrity

##### Respect

##### Care

##### Belief

##### Co-operation

[Further information on our fundamentals, including details of our values, are provided on our website](https://www.scouts.org.uk/por/1-fundamentals-of-scouting/).

## Scouting’s key policies

In common with all members in Scouting, District Lead Volunteers are required to promote and follow our key policies. The policies cover:

#### Development Policy

#### Equal Opportunities

#### Privacy and Data Protection

#### Religion

#### Safety

#### Safeguarding

#### Vetting

#### Youth Member Anti-Bullying Policy

[These policies are fully explained on our website](https://www.scouts.org.uk/about-us/policy/)

## Central Norfolk Scouts

Central Norfolk District, is located within Norfolk County, and is made up of 10 Groups. This covers 1st Ashill, 1st Beetley, 1st Dereham, 2nd Dereham (Toftwood), Fakenham ((Wensum), 2nd Maraham (RAF), 1st Mattishall & District, Nelson Rural Fakenham Rural District, 1st Swaffham, 1st Swanton Morley, (geographical area). Central Norfolk Disttrict Scouts’ total membership is currently at 525, which includes:

* 103 Beaver Scouts (6 - 8 year olds)
* 145 Cub Scouts (8 - 10 ½ year olds)
* 108 Scouts (10 ½ - 14 year olds)
* 38 Explorer Scouts (14 – 18 year olds)
* 4 Network members (18 – 25 year olds)
* 127 Adults (18+ year olds).

## The current vacancy

We’re currently looking for a District Lead Volunteer. This is a management role, and we need someone who can provide leadership, motivation and guidance to our other adult volunteers.

A large part of this role involves supporting managers of local Groups. For any adult volunteer in Scouting, their manager will be a regular point of call for support.

You don’t need any prior experience of Scouting to apply for this role: we’ll make sure you’re fully trained and supported.

The management structure of Scouting is as follows:

*(Please note that we have used the term ‘Scout County’ throughout this pack: in Wales and Northern Ireland these are known as Areas, and as Regions in Scotland.)*

District Lead Volunteers support other managers, known as Group Lead Volunteers, and other volunteers. Adults at every level need support to ensure that they are motivated, inspired and focused on providing first-class Scouting. A good manager thanks other volunteers for their hard work, and helps to make sure that they feel happy and supported, week after week.

The District Lead Volunteer will also provide direction for the District, and will help others see the bigger Scouting picture through solid leadership.

We believe that everyone in management roles within Scouting should adopt an approach that combines the skills of both leadership and management.

## Core Skill Areas

### We’ve identified six core skill areas that make a good Scouting manager:

### 1. Providing direction

A good District Lead Volunteer will 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 District Lead Volunteer can 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

Good District Lead Volunteers ensure that goals are achieved, plans are seen through to 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 District Lead Volunteers to 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 District Lead Volunteer will ensure that information and resources are available, helping volunteers across the District to continue to provide excellent Scouting opportunities to young people.

6. Managing time and personal skills

A good District Lead Volunteer 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. On the following pages you will find a role description and the person specification. The District Lead Volunteer application form is on pages 10.

You can apply for the role yourself using the application form.

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 description and person specification

#### Key dates

The closing date for applications is Thursday 20th June 2024

#### Further information

For more information, or for an informal chat about this vacancy, please contact:

Email:hq@norfolkscouts.org.uk

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## The role - District Lead Volunteer

#### Role description

**Outline:**

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 the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

**Responsible to:**

County/Area/Regional Lead Volunteer(s) (or deputies, if appropriate).

**Responsible for:**

Deputy District Lead Volunteers, Assistant District Lead Volunteers, Group Lead Volunteers, District Explorer Scout Lead Volunteers, District Scout Network Lead Volunteers, District Scout Active Support Managers, District Scouters, District Advisers, Nights Away Advisers, District Media Development Manager.

**Main Contacts:**

County Lead Volunteerr/Area Lead Volunteer/Region Lead Volunteer (Scotland), Deputy District Lead Volunteers, Group Lead Volunteers, District Explorer Scout Lead Volunteer, District Scout Active Support Managers, District Scout Network Lead Volunteers, Assistant District Lead Volunteers, members of the District Trustee Board and its sub-committees, County/Area/Regional(Scotland) Scout Network Lead Volunteers, County/Area/Regional(Scotland) Training Manager, Local Training Manager, members of the Regional Development Service, Local Development Officers or Field Commissioner (as appropriate), other District Lead Volunteers, 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 District Trustee Board). It is expected that whilst volunteering for this role you will undertake regulated activity.

### **Main Tasks**

* Ensure that the District thrives and has the best systems in place to support the Groups, to support all adult volunteers in the District and to develop Scouting in the District
* Provide line management and support to the adults in the District 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 District and implement a development plan to meet that vision.
* Ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District.
* Ensure that the District 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 District are resolved so that excellent Scouting is provided to young people in the District.
* Work with the County/Area/Regional(Scotland) Lead Volunteer and other District Lead Volunteers in the County / Area / Region(Scotland) to ensure that the Scouting in the County / Area / Region(Scotland) thrives.

**Note:** Some of the tasks for which the County Lead Volunteer is responsible may be delegated to others in the County, including a Deputy County Lead Volunteer, if appointed.

#### Person specification

|  |  |
| --- | --- |
| Knowledge and experience: | |
| 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 Movements as an adult | Desirable |
| Skills and abilities: | |
| Excellent written and oral communication skills | Essential |
| Provides advice and guidance effectively to others | Essential |
| Provides inspirational leadership for the District | Essential |
| Provides strategic direction for the District | Essential |
| Motivates adults volunteering in the District | Essential |
| Can build, maintain and facilitate effective working relationships with a wide range of people | Essential |
| Enables 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 |
| Plans, manages and monitors own tasks and time | Essential |
| Can 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 |
| Can use basic computer software | Essential |
| Personal qualities: | |
| 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 |

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## Application Form

If you are interested for applying for this District Lead Volunteer role, please complete the application form below.

|  |  |
| --- | --- |
| [Data Protection Policy | Scouts](https://www.scouts.org.uk/about-us/policy/data-protection-policy/) | |
|  | |
| Name |  |
| Telephone number |  |
| Email address |  |
| Please outline why you want to apply for the role of District Lead Volunteer: | |
|  | |
| 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): | |
|  | |
| Please return this form to: | hq@norfolkscouts.org.uk |
| The closing date for receiving application is: | 20th June 2024 |

**Joining our team!**

Please choose:

This is an application (applying myself)

This is a nomination (recommending someone else for consideration)

The person knows I am making this nomination

**For nominations please include your name and contact details:**

Click or tap here to enter text.

**Role Vacancy**

Click or tap here to enter text.

*If you are an applicant please fill in the following sections about yourself, if you are nominating please provide the information to the best of your knowledge about the person you are nominating.*

**Name**

Click or tap here to enter text.

**Contact details**

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Scout membership number (if applicable):** Click or tap here to enter text.

**Current Scout appointment, including District or Group:**

Click or tap here to enter text.

**Relevant experience that this person would bring to the role:**

Click or tap here to enter text.

**The skills that this person would bring to the County Team:**

Click or tap here to enter text.

**Experience that this person would bring from outside Scouting:**

Click or tap here to enter text.

**Your motivation for nomination or application**

Click or tap here to enter text.

Please rate the person/yourself from 1 to 4 using the following questions where 1 is low/will need support and 4 is very good/highly competent.

|  |  |  |  |
| --- | --- | --- | --- |
| How well does this person achieve results? | Choose an item. | How good is this person at encouraging adults? | Choose an item. |
| How well does this person lead by example? | Choose an item. | How well does this person embrace change and implement it? | Choose an item. |
| How well can this person engage with all types of people, from young people to adults? | Choose an item. | How well is this person able to make difficult decisions? | Choose an item. |
| How good are this person’s communication skills? | Choose an item. | How well does this person manage their own time? | Choose an item. |

Please return this form before the deadline date (if applicable) to:

Norfolk Scouts County Office

Eaton Vale

Norwich

NR4 6NN

hq@norfolkscouts.org.uk

**Things you need to know**

We will use the information on this form for the consideration of suitability for a role on the Norfolk Scouts County Team. The information will be stored electronically on a Norfolk Scouts computer network which may include data protection compliant cloud based solutions.

The information may be made available to selected members of the Norfolk Scouts Appointments Advisory Sub-Committee and a potential line manager for the purposes of a fair and constructive interview and onboarding process.

The information will be retained for six months following a successful or unsuccessful appointment outcome and will then be destroyed. The information may be destroyed earlier if the person detailed does not wish to proceed with the appointment process or the person asks Norfolk Scouts to destroy it.

This information will never to passed to anyone outside of Norfolk County Scout Council without the person detailed above’s express permission to do so.

Please use the following area to add any further notes, Potential Line Manager’s comments should also be added here: