

**VOLUNTEER  
VACANCY PACK  
ASSISTANT REGIONAL  
COMMISSIONER  
(YOUTH  
INVOLVEMENT)**

# ABOUT SCOUTING



Every year we help 400,000 Young People in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just Young People who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more visit [www.scouts.scot](http://www.scouts.scot)



## 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 have a huge variety of roles to suit everyone, and whatever you choose we'll make sure you're properly trained and supported.



## How You Can Help

We're looking for someone to help co-ordinate and develop the work of our supporters. Want to give something back to the community? As Assistant Regional Commissioner (Youth Involvement) you will help deliver our Vision of a movement in Scotland shaped by young people, in partnership with adults.



## Up For The Challenge?

Thank you for your interest in volunteering with The Scout Association. Contained in this pack is a role description and person specification for the role above. If you think you are the right person for this role, or if you know someone who might be, please complete the nomination/application form at the end of the document and return it to the address at the bottom of the form. If you would like more information or if you'd simply like to discuss the role please get in touch with:

Name:  Phone:   
Email:

### Scottish Headquarters

Tel: 01383 419 073

Email: [shq@scouts.scot](mailto:shq@scouts.scot)

Web: [www.scouts.scot](http://www.scouts.scot)

Facebook: [www.facebook.com/scoutsscotland](https://www.facebook.com/scoutsscotland)

### Information Centre

Tel: 0845 300 1818

Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)

Web: [www.scouts.org.uk](http://www.scouts.org.uk)

Facebook: [www.facebook.com/scoutassociation](https://www.facebook.com/scoutassociation)

# ROLE DESCRIPTION

## Assistant Regional Commissioner (Youth Involvement)

### Purpose of the role

The Assistant Regional Commissioner (Youth Involvement) is a key role which provides support and strategic insight to the youth involvement strategy across the Region as a member of the Regional team.

The role also requires the right individual to:

- Help develop Scouting in the Region
- Help direct Youth Involvement in the Region
- Ensure good quality Scouting is delivered to young people
- Promote and maintain the policies of The Scout Association
- Positively manage and support adults, defining roles and responsibilities

### Responsible to

Regional Commissioner

### Main Contacts

Depute Chief Commissioner (Youth Involvement, SHQ Commissioners (Youth Involvement), National Youth Commissioner, Youth Involvement development Group, Regional Commissioner, Assistant Regional Commissioners, Regional Advisers, Regional Executive, Regional Advisory Group, Regional Youth Commissioner, Assistant District Commissioners (Youth Involvement), District Youth Commissioners, District Commissioners, Group Scout Leaders, Scottish Headquarters Commissioners and Advisers (where appropriate), other statutory and voluntary youth organisations, local authorities

### Appointment requirements

- Understand and accept The Scout Association's policies
- Satisfactory PVG clearance
- Completion of a Wood Badge for the role within 3-years of appointment, including modules as detailed in Adult Training Scheme, as agreed with a Training Adviser
- Show personal commitment to The Scout Association's aims and training

## Main Responsibilities

- Support the Regional Commissioner to promote, implement and develop the Scouts Scotland Youth Involvement Strategy
- Support Scouting in all of the Districts within the Region with a particular focus on activity to promote youth involvement
- Support the District Commissioners and their District teams in working towards a movement shaped by young people in partnership with adults
- Support the Regional Advisory Group and the elected Regional Youth Commissioner
- Provide support to District Advisory Groups within the Region and their elected District Youth Commissioners
- Work to ensure the voice of young people is heard at all levels of Scouting in Scotland

## Core Tasks

**Each Assistant Regional Commissioner for Youth Involvement will support the Regional Advisory Group and its elected Regional Youth Commissioner and provide support to Assistant District Commissioners (Youth Involvement), District Advisory Groups and their elected District Youth Commissioners.**

- Support the creation of a Regional Advisory Group made up of between 8-14 young people; one of which being elected as Regional Youth Commissioner
- Support the Regional Advisory Group to design their style of meeting, set their agenda, and design their organisational process
- Provide mentoring to the Regional Youth Commissioner once elected
- Support the creation of a network of District Advisory Groups and the election of their District Youth Commissioners
- Review progress, standards and effectiveness in each area of work
- Meet regularly with Assistant District Commissioners (Youth Involvement) to provide a platform to share and discuss best practice
- Feed information up to Depute Chief Commissioner (Youth Involvement) on progress of implementing and maintaining Regional and District Advisory Groups
- Support and advise Regional Commissioner and District Commissioners in regard to progress in implementing the Youth Involvement Strategy
- Develop and maintain good working relationships and seek contacts both internal and external to Scouting
- Embed a culture of youth involvement in our programme and in our leadership structure
- Promote and encourage participation in the 'Youth Approved Scheme' and use of the Youth Involvement Toolkit (*currently in development*)
- Observe and promote understanding of the Youth Participation Charter

### Work in partnership with Districts

The Assistant Regional Commissioners specific remit will focus on regional youth involvement development including:

- Directly supporting a group of Districts, including the District Commissioners to appoint an Assistant District Commissioner (Youth Involvement)
- Supporting the Assistant District Commissioners to establish a District Advisory Group and support them in developing their ideas to promote and develop youth involvement in their District
- Support and liaise with the Regional Youth Commissioner and District Youth Commissioners

### Work in partnership with Regional Team and Executive Committee

- Keep Regional Executive advised of financial and other resource requirements
- Keep Regional Team advised of Youth Involvement matters

## Person Specification

This role is open to anyone aged over 18 who feels they have the skills, knowledge, time available and ability to support adults in Scouting to help young people realise their full potential and support their voices to be heard at all areas and levels.

- Ability to communicate (verbal and non-verbal) and relate to a wide range of people and be able to effectively participate in meetings
- Ability to communicate over a range of platforms including social media, emails, telephone and face to face
- Creativity in regard to new ways of providing Scouting in the community
- Ability to motivate and enthuse others
- Ability to deliver as promised and to deadlines
- High level of interpersonal skills
- Initiative
- Approachability at all times
- Sufficient time for the role including weekend and mid-week commitments
- Ability and willingness to travel around the region as required

This is a new role, which was recently developed as part of the Youth Involvement Strategy. It will require a degree of flexibility and the role will evolve over the period of the appointment as indeed the Youth Involvement Strategy is expected to do also.

## Nomination and application form

### Assistant Regional Commissioner (Youth Involvement)

If you think you know just the right person for this role, or are interested in the role yourself, please complete the form below

Name of nominee or applicant			
Address			
Telephone	Daytime	Evening	
Email			
Membership number			

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description)

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Please describe the relevant skills that this person has for the role

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Please outline why you felt motivated to complete the nomination/application

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Please complete this section if you are nominating someone else for this role

Nominated by			
Address			
Telephone	Daytime	Evening	
Membership number (if applicable)		Date	

This form should be returned to \_\_\_\_\_ by \_\_\_\_\_