

**VOLUNTEER  
VACANCY PACK  
ASSISTANT REGIONAL  
COMMISSIONER  
(ADULT TRAINING)**

# 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-scotland.org.uk](http://www.scouts-scotland.org.uk)

## 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 with management and training skills or who wishes to enhance their management skills. Want to give something back to the community? As Assistant Regional Commissioner (Adult Training) you will support and guide adults through their Scouting journey and ensure that they have the skills to deliver the best possible Scouting to young people.

## 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-scotland.org.uk](mailto:shq@scouts-scotland.org.uk)  
Web: [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)  
Facebook: [www.facebook.com/scottish.scouts](https://www.facebook.com/scottish.scouts)

### 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 (Adult Training)

### This vacancy is for

Name of Scout Region	
Located	

### This Region has

Number of youth members	
Number of adults	

The Regional Commissioner is	
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### Purpose of the role

The Assistant Regional Commissioner (Adult Training) is a key role which has responsibility for ensuring that adult leaders have access to the Adult Training Scheme and that they receive full support in completing training relevant to their role.

The role also requires the right individual to:

- Provide leadership of Scouting in the Region
- Ensure that good quality Scouting is delivered to Young People
- Develop Scouting in the Region
- Promote and maintain the policies of The Scout Association
- Positively manage and support adults, defining role and responsibilities

### Responsible to

Regional Commissioner

### Responsible for

Those involved in the management, delivery and administration of Adult Training

### Main Contacts

Regional Commissioner, Assistant Regional Commissioners and Advisers, Regional Executive, District Commissioners, Assistant District Commissioners (Adult Training), Chief Executive and staff at Scottish Headquarters (especially the Programme and Development Executive), Scottish Headquarters Commissioner (Adult Training), 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 within 3 years of appointment, including specific modules detailed in the Adult Training Scheme and Trainer modules up to Module 34

## Main Responsibilities

- Deliver training module 5 and onwards
- Develop and manage the Regional Training Team
- Support Assistant District Commissioners (Adult Training)
- Develop and deliver informal and bespoke training
- Participate as part of the Regional Team

## Core Tasks

### Manage a team of Assistant District Commissioners (Adult Training)

- Ensure that those involved in the learning provision are suitability qualified and effective
- Ensure that administration relevant to learning/training is completed efficiently and effectively
- Assist in the appointment of Assistant District Commissioners (Adult Training) in consultation with District Commissioners
- Support Assistant District Commissioners (Adult Training) in personal training requirements, competencies and assessment
- Assist in development of “District Training teams”
- Assist in planning and delivery of Regional and local training experiences

### Work in partnership with the Regional Team

- To contribute to the development of the Regional Development plan and to contribute to production of District Development plans
- To annually review progress, standards and effectiveness of Development plans, redefine future targets and tasks for development of Scouting in the Region
- Work with Regional Commissioner and District Commissioners to maintain an appropriate structure for management and support of learning opportunities within the Region
- Ensure that all adults have access to suitable learning opportunities using a variety of methods

### Work in partnership with the Regional Executive

- Keep the Executive advised of financial and other resource requirements
- Attend regular meetings of the Regional Executive

### Work in partnership with Assistant District Commissioners (Adult Training)

- To form and maintain a Regional training committee
- To produce an annual training plan to meet the needs of leaders in the Region
- To implement the adult training policy for the Region
- To support and help ADC (AT)s deliver the adult training programme (Modules 1-4)

### Work in partnership with SHQ Commissioner (Adult Training) and Scottish Training Team

- To implement a scheme of moderation of the Adult Training Scheme in Scotland
- Manage the Regional Training Budget
- Develop and maintain the necessary Regional training resources including record-keeping, communication and good personal links
- Represent the Regional Commissioner with in the Region when appropriate
- Represent the Region at meetings with other Assistant Regional Commissioners (Adult Training) and the Scottish Headquarters Commissioner (Adult Training) as part of the Scottish Training Committee
- Communicate views expressed arising from meetings with the Regional Team
- Produce an annual Training and Development report for the Region
- Inform Scottish Headquarters of Regional and District needs and issues
- Liaise with the Scottish Headquarters Commissioners (in particular, Adult Training) and Advisers as appropriate to ensure an open line of communication
- Take on board equality issues at all times in relation to the role
- Develop and maintain good working relationships and seek contacts both internal and external to Scouting within the Region
- Show personal commitment to The Scout Association’s aims and training

## Person Specification

Should be able to demonstrate

- The ability to communicate (verbal and non-verbal) to a wide variety of audiences
- The ability to manage a training and development function
- Presentation skills using a wide variety of media
- High level of interpersonal skills
- Ability to lead a team
- Initiative
- Ability to motivate and enthuse others

## Nomination and application form

### Assistant Regional Commissioner (Adult Training)

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 \_\_\_\_\_