

**Fancy a Challenge?**

**... Exciting Volunteer  
Opportunities in GLNE**

# Introduction.

**Dean Jefferys, County Commissioner**

Dear Friends,

Another Scouting year brings with it many challenges and opportunities. Indeed as part of our County Development Plan we are planning to increase the support and provision that the County offers to Districts and directly to Groups. Therefore we are continuing to refresh the County Team structure and have created a number of new exciting roles that will help us achieve our goal of “Better Scouting for more Young People!”

In this booklet you will find details of all the additional roles that we are seeking to fill. There are details on each role plus contact information if you wish to find out more. Response to Version 1 of this booklet last year was immense, so we’re looking forward to an even bigger response this time around!

Between now and the start of March this year we invite any interested adults to contact the relevant person listed in this booklet or to nominate others who you think could do these roles. During April members of the County Team will then meet with some of the interested adults to discuss the roles further, with the aim of the roles being ready to commence in the summer or autumn.

Why not make 2011 the year that you help us to make the lives of young people in North East London just that bit more special!

Yours in Scouting,

*Dean G. Jefferys*

Dean Jefferys  
County Commissioner



# County Team.

Structure – As of 01.04.11

## YOUTH PROGRAMME TEAM

- **DCC (Youth Programme) - Chairman of YPT**
- YPT Administrator
- ACC (Beaver Scouts)
  - County Beaver Scout Leaders
- ACC (Cub Scouts)
  - County Cub Scout Leaders
- ACC (Scouts)
  - County Scout Leaders
- ACC (Explorer Scouts)
  - County Explorer Scout Leader
  - County Explorer Scout Leader (YL)
- County Scout Network Commissioner
  - County Scout Network Leader
  - Scout Network Administrator
- ACC (International)
  - Adviser - International
- ACC (Activities)
  - Activity Advisers
  - Activity Assessors
  - Creative Activities Adviser
- ACC (Youth Awards)
  - D of E Adviser
- WSJ Unit Leader
  - WSJ Assistant Leaders

## DISTRICT SUPPORT TEAM

- **DCC (District Support) - Chairman of DST**
- ACC (District Support)
- ACC (Development)
- ACC (Group Support)
- ACC (Special Projects)
- District Commissioner (B&D)
- District Commissioner (Chg)
- District Commissioner (ELD)
- District Commissioner (EFS)
- District Commissioner (Hx)
- District Commissioner (IE)
- District Commissioner (INW)
- District Commissioner (New)
- District Commissioner (Rom)
- District Commissioner (SQH)
- District Commissioner (WFS)
- Deputy DCs (where appointed)

## County Leadership Group

County Commissioner  
Deputy County Commissioners  
County Chairman

## ADULT SUPPORT TEAM

- **DCC (Adult Support) - Chairman of AST**
  - Training Administrator
  - Training Treasurer
  - Training Quartermaster
  - Adviser - Technology
- DCTM (Local Training Mgmt)
  - ACTM (Local Delivery)
  - All LTMs
  - All LTAs
- DCTM (Module Delivery)
  - ACTM (Trainer Training)
  - All Module Trainers
- DCTM (Specialist Training)
  - ACTM (First Aid)
  - ACTM (Safeguarding)
  - Relevant Trainers
- ACC (Community Cohesion)
- ACC (Faiths & Beliefs)
- ACC (Inclusion)
- Adviser - Nights Away

## MARKETING AND COMMUNICATIONS TEAM

- **DCC (MarComms) - Chairman of MCT**
- ACC (Communications)
- Graphic Designer
- Head of Internal Communications
- Media Development Managers
  - Young Spokespeople
  - Young Campaigners
- Adviser - Print Team
- Adviser - Newsletter
- Adviser - Multimedia
- County Photographer
- County Website Manager
  - Website Team



**GREATER LONDON  
NORTH EAST  
GREATER LONDON  
NORTH EAST**

# Vacant Roles.

- Deputy County Commissioner (District Support)
- Deputy County Commissioner (Marketing and Communications)
- District Commissioner (x5)
- Assistant County Commissioner (Development)
- Assistant County Commissioner (Explorer Scouts)
- Assistant County Commissioner (Group Support)
- Assistant County Commissioner (Inclusion)
- County Leader (Scouts)
- County Leader (Explorer Scouts)
- County Leader (Scout Network)
- County Explorer Scout Leader (Young Leaders)
- Assistant County Training Manager (Local Delivery)
- Local Training Manager (x3)
- County Appointments Chairman
- County Fundraising Manager
- County Adviser (Multimedia)
- Youth Programme Team Administrator

# Deputy County Commissioner (District Support)

**Responsible for:** Chair and lead the District Support Team and provide line management and support to District Commissioners

**Member of:** District Support Team

**Responsible to::** County Commissioner

- Key Parts of role:**
- Deputising for the County Commissioner
  - Serve as a member of the County Leadership Group and County Executive Committee (on rotation)
  - Oversee the County Conference and County Chartermark Awards
  - Carry out District Commissioner inductions, reviews and one to one meetings
  - Represent the County at District AGMs

Interested? Want more Information?  
Contact Dean Jefferys, County Commissioner  
[cc@glne-scouts.org.uk](mailto:cc@glne-scouts.org.uk) or 01708 509792



# **Deputy County Commissioner** **(Marketing & Communications)**

- Responsible for:** Chair and lead the Marketing and Communications Team and provide line management and support to the team
- Member of:** Marketing and Communications Team
- Responsible to::** County Commissioner
- Key Parts of role:**
- Deputising for the County Commissioner
  - Serve as a member of the County Leadership Group and County Executive Committee (on rotation)
  - Creating and implementing a Marketing and Communications Strategy
  - Recruit a team to deliver the Marketing and Communications Strategy across Greater London North East
  - Work in partnership with the HQ Media and Marketing Teams to ensure the County is communicating the Scouting 'brand'
  - Increasing the media profile and image of the County

Interested? Want more Information?  
Contact Dean Jefferys, County Commissioner  
[cc@glne-scouts.org.uk](mailto:cc@glne-scouts.org.uk) or 01708 509792



# **District Commissioner** **(Barking & Dagenham, Chingford, Ilford East, Squirrels Heath & Waltham Forest South)**

Responsible for: Responsible for leading the Scout District

Member of: District Support Team

Responsible to: Deputy County Commissioner (District Support)

- Key Parts of role:
- Ensuring that the District provides good quality Scouting for young people
  - To ensure the District has an adequate number of “fit and proper” adults
  - Developing Scouting in the District
  - Promoting and maintaining the policies of the Association within the District
  - Proactively managing adults in the District.

A full role description and further information can be found at [www.glne-scouts.org.uk/dcsearch](http://www.glne-scouts.org.uk/dcsearch)

Interested? Want more Information?  
Contact Alan Dennison, County Chairman  
[chairman@glne-scouts.org.uk](mailto:chairman@glne-scouts.org.uk) or 020 8594 1840



# **Assistant County Commissioner (Development)**

- Responsible for:** Helping to grow Scouting across Greater London North East at all levels
- Member of:** District Support Team
- Responsible to:** Deputy County Commissioner (District Support)
- Key Parts of role:**
- Overseeing the analysis of National and Quarterly Census Figures
  - Managing the County Development Plan and overseeing progress
  - Managing development across the County and championing growth of provision
  - Sitting on the management board of the Regional Development Officers Steering Group

Interested? Want more Information?  
Contact Dean Jefferys, County Commissioner  
[cc@glne-scouts.org.uk](mailto:cc@glne-scouts.org.uk) or 01708 509792



# **Assistant County Commissioner (Explorer Scouts)**

**Responsible for:** To ensure the effective operation of the Explorer Scout Section within Greater London North East

**Member of:** Youth Programme Team

**Responsible to:** Deputy County Commissioner (Youth Programme)

- Key Parts of role:**
- Ensure the purpose, method, polices and programme are carried out throughout the Explorer Scout Section in the county
  - Assist District Explorer Scout Commissioners in the encouragement of all Leaders in the Explorer Scout Section to provide a balanced programme
  - Hold regular meeting for District Explorer Scout Commissioners
  - Induct and support new District Explorer Scout Commissioners
  - Liaise with the Explorer Scout Office at HQ
  - Work in partnership with DCC (Youth Programme) in the management of the County and the Explore Scout's programme and activities.

Interested? Want more Information?  
Contact Peter Seddon, Deputy County Commissioner  
[dccyouth@glne-scouts.org.uk](mailto:dccyouth@glne-scouts.org.uk) or 0787 981 8742



# **Assistant County Commissioner** **(Group Support)**

**Responsible for:** Helping to support Scout Groups across Greater London North East

**Member of:** District Support Team

**Responsible to:** Deputy County Commissioner (District Support)

**Key Parts of role:**

- Working with the ACC (Development) and District Commissioners to identify and target specific Groups to help
- Working with one Scout Group at a time to help these Groups grow
- Identify areas of growth and work with Groups to open new Sections
- Work with new Groups to offer personal support and advice
- Work in partnership with the County Training Manager and Regional Development Service to manage the provision of Group Scout Leader Induction Training

Interested? Want more Information?  
Contact Dean Jefferys, County Commissioner  
[cc@glne-scouts.org.uk](mailto:cc@glne-scouts.org.uk) or 01708 509792



# **Assistant County Commissioner** **(Inclusion)**

- Responsible for:** Helping more young people and adults integrate into Scouting through effective inclusion
- Member of:** Adult Support Team
- Responsible to:** Deputy County Commissioner (Adult Support)
- Key Parts of role:**
- Devise an County Inclusion strategy to incorporate Special Needs, Diversity and Coeducation
  - Liaise with the Diversity, Faiths and Beliefs and Special Needs teams at HQ
  - Provide support to District Commissioners and leaders in the area of Inclusion
  - Champion and share best practice of Inclusion at local levels
  - Work with Groups to offer personal support and advice
  - Forge links with hospitals and special schools to investigate the possibility of Scouting provision in these areas

Interested? Want more Information?  
Contact Paul Fix, Deputy County Commissioner  
[training@glne-scouts.org.uk](mailto:training@glne-scouts.org.uk) or 0792 192 3439



# **County Leader** **(Scouts, Explorer Scouts & Scout Network)**

- Responsible for:** To support the effective operation of the Scout Section / Explorer Scout Section / Scout Network provision within Greater London North East
- Member of:** Youth Programme Team
- Responsible to:** The relevant: ACC Scouts, ACC Explorer Scouts, County Scout Network Commissioner
- Key Parts of role:**
- Deputise for the relevant ACC or CSNC in their absence
  - Help to ensure the purpose, method, polices and programme are carried out throughout the relevant Section in the County
  - Assist in the Induction and Support of new ADC Scouts/DESC/DSNL
  - Support and/or run County Events for the relevant Section
  - Represent the County at local District Meetings or Events

Interested? Want more Information?  
Contact Peter Seddon, Deputy County Commissioner  
[dccyouth@glne-scouts.org.uk](mailto:dccyouth@glne-scouts.org.uk) or 0787 981 8742



# **County Explorer Scout Leader (Young Leaders)**

**Responsible for:** Supporting and Developing the Young Leader provision within Greater London North East

**Member of:** Youth Programme Team

**Responsible to:** Assistant County Commissioner (Explorer Scouts)

- Key Parts of role:**
- Induct and Support Explorer Scout Leader (Young Leaders)
  - Hold regular meetings for Explorer Scout Leader (Young Leaders)
  - Work in Partnership with the Deputy County Training Manager for Specialist Training to deliver Young Leader Training Modules at a County Level
  - Ensure that all Districts have the relevant and current information for the provision of Young Leaders
  - Deliver the new ongoing Training Module “Young Leaders”

**Interested? Want more Information?**  
Contact Peter Seddon, Deputy County Commissioner  
[dccyouth@glne-scouts.org.uk](mailto:dccyouth@glne-scouts.org.uk) or 0787 981 8742



# Assistant County Training Manager (Local Delivery)

**Responsible for:** Supporting the provision of Local Delivery Modules across Greater London North East

**Member of:** Adult Support Team

**Responsible to:** Deputy County Training Manager (Local Training Management)

- Key Parts of role:**
- Support Local Training Managers in the delivery of Modules; 1 – Essential Information, 2 – Personal Learning Plan, 3 Tools for the Job (Section Leaders), 4 Tools for the Job (Managers), 5 – Fundamentals of Scouting, 6 – Changes in Scouting, 7 – Valuing Diversity
  - Visit Districts delivering local modules to offer support, advice, share best practice and to monitor consistency
  - Ensure that Districts have the correct resources and handouts for the local delivery of courses
  - Deliver Modules 1-7 if required by a District or Local Training Manager

Interested? Want more Information?  
Contact Paul Fix, Deputy County Commissioner  
[training@glne-scouts.org.uk](mailto:training@glne-scouts.org.uk) or 0792 192 3439



# **Local Training Manager** **(Hornchurch & Ilford NorthWest)**

**Responsible for:** Managing and Supporting the Learning/Training provision in the District

**Member of:** Adult Support Team

**Responsible to:** Deputy County Training Manager (Local Training Management)

**Key Parts of role:**

- Recruit, Induct, Support, Validate and Line Manage Training Advisers
- Hold at least one Training Advisers meeting per year
- Arrange for all learners to have the opportunity to meet with a TA and create a Personal Learning Plan and validate modules by assigning TA's to learners/groups or run profiling and validations days/evenings
- Collate PLP's to ensure that the validation is consistent and standards are high and update MMS once modules have been validated
- Ensure the District have the provision and offer Modules; 1,3,4,5,6,7 & 10
- Attend County Local Training Managers meetings

Interested? Want more Information?  
Contact Paul Fix, Deputy County Commissioner  
[training@glne-scouts.org.uk](mailto:training@glne-scouts.org.uk) or 0792 192 3439



# **Local Training Manager (Thriftwood Campsite)**

- Responsible for:** Managing and Supporting the Learning/Training provision at Thriftwood International Scout Campsite and Activity Centre
- Member of:** Adult Support Team
- Responsible to:** Deputy County Training Manager (Local Training Management)
- Key Parts of role:**
- Induct, Support and Validate members of the Thriftwood Scout Active Support Unit.
  - Arrange for all members of the Thriftwood Scout Active Support Unit and other site staff to attend Module 1 and to validate that module.
  - Ensure MMS is updated so that module completion certificates are generated.
  - Work with the Centre Manager to advise on Training needs for service crew and other site staff.
  - Attend County Local Training Managers meetings.

Interested? Want more Information?  
Contact Paul Fix, Deputy County Commissioner  
[training@glne-scouts.org.uk](mailto:training@glne-scouts.org.uk) or 0792 192 3439



# County Appointments Chairman

**Responsible for:** To Appointments Process for all County Appointments

**Member of:** County Appointments Advisory Committee

**Responsible to:** County Chairman

**Key Parts of role:**

- On behalf of the Executive Committee ensure that the appointments process within the County follows the rules, procedures and policies of The Scout Association
- Chair the meetings of the Appointments Advisory Committee as necessary to ensure the committee fulfils its responsibilities
- Attend Appointments Advisory Panel Meetings if necessary
- Ensure that new members of the committee are inducted, trained and supported

Interested? Want more Information?  
Contact Dean Jefferys, County Commissioner  
[cc@glne-scouts.org.uk](mailto:cc@glne-scouts.org.uk) or 01708 509792



# County Fundraising Manager

Responsible for: Working with the County Executive to raise funds for Scouting Projects

Member of: County Executive Committee

Responsible to: County Chairman

- Key Parts of role:
- Source potential grant making organisations/bodies
  - Make grant applications on behalf of the County
  - Maintaining links with the Developments Grants Board and Fundraising Departments at HQ
  - Attend Project Group meetings, if necessary
  - Attend County Executive Meetings, if necessary

Interested? Want more Information?  
Contact Dean Jefferys, County Commissioner  
[cc@glne-scouts.org.uk](mailto:cc@glne-scouts.org.uk) or 01708 509792



# **County Adviser (Multimedia)**

**Responsible for:** Multimedia delivering and provision within the County

**Member of:** Marketing and Communications Team

**Responsible to:** Deputy County Commissioner (Marketing and Communications)

**Key Parts of role:**

- Provide Multimedia delivery, including PowerPoint presentations, photo displays and other visual media at County Events
- Attend the Chief Scout Awards, Jack Petchey Presentation Evening and Chartermarks and provide multimedia
- Maintain stocks of images, audio and video that can be used in multimedia presentations
- Be responsible for the County Multimedia equipment

Interested? Want more Information?  
Contact Paul Fix, Deputy County Commissioner  
[training@glne-scouts.org.uk](mailto:training@glne-scouts.org.uk) or 0792 192 3439



# Youth Programme Team Administrator

**Responsible for:** To provide administrative support to the Youth Programme Team

**Member of:** Youth Programme Team

**Responsible to:** Deputy County Commissioner (Youth Programme)

**Key Parts of role:**

- Provide administrative support for certain events, meetings and activities delivered by the Youth Programme Team as agreed with the Deputy County Commissioner (Youth Programme)
- Act as the “booking secretary” for certain Youth Programme Events and Activities
- Act as the Treasurer for certain Youth Programme Team events
- Maintain relevant databases and contact mailing lists
- Attend County Youth Programme Team Meetings

Interested? Want more Information?  
Contact Peter Seddon, Deputy County Commissioner  
[dccyouth@glne-scouts.org.uk](mailto:dccyouth@glne-scouts.org.uk) or 0787 981 8742

