



Lead and shape the future of Scouting in Norfolk

**County Lead Volunteer
of Norfolk
Role Description**



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Introduction to the England Team

It is an exciting time to be involved in Scouting, as we develop and progress our Skills for Life strategy, in order to prepare better futures and deliver skills for life to young people who want to access Scouting.

The County Lead Volunteer role is an important UK Headquarters appointment within the England Team, responsible for providing inspirational and effective leadership for one of the 59 English Counties. As County Lead Volunteer you will take the lead for implementing our 2018-25 strategy with your team of District Commissioners and ensuring they feel motivated and supported to lead the Scout Groups in their Districts to success.



Liz Henderson, Chief
Volunteer of England

The England Team is broad and also includes our staff colleagues within the Growth & Communities Team, the eight Regional Lead Volunteers, our regional growth and training leads and the new core volunteer teams (Support, Programme and Volunteer Development). You will be joining a team of talented, focused volunteers who are all passionate about bringing brilliant Scouting to every young person who wants to take part.

The role of County Lead Volunteer is a demanding one, but we believe that it is critical to our success as well as being a highly rewarding challenge for the right volunteer. We are looking for individuals who can lead and inspire their team by being a great coach, critical friend and motivator. This is a senior leadership role within Scouts and comes with significant responsibilities. It also offers a unique opportunity to make a real impact on the lives of young people in your County through building, nurturing and leading a team to deliver our shared vision. This role provides the opportunity to be at forefront of our continued success within England Scouting.

If you're not convinced yet, check out page 5 where we have asked some of the team to explain why they enjoy being a County Lead Volunteer so much.

How to apply or nominate someone

Process

Thank you for your interest in volunteering as County Lead Volunteer within the England Leadership Team. On the following pages you will find more information about the role, as well as what the team is all about and what's in it for you as a volunteer joining us.

You can apply for the role yourself using the application form, or nominate someone else using the nomination form. Nominated people are under no commitment to apply unless they wish to. Apply or nominate online:

[Apply yourself](#)

[Nominate someone else](#)

A search group has been put together to oversee this process and will review all applications and nominations in order to make decisions as to who to invite to attend the selection stage of this process.

Key dates

The closing date for applications is midnight on Sunday 27th October

Interview dates: We are aiming to interview the weekend of 30th November/1st December

Further information

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

Ian Newbery - Regional Lead Volunteer (Interim) for East of England

Email: Ian.Newbery@scouts.org.uk

or

Jane Arkley-Crouch - Growth & Communities Manager - London & East

Email: Jane.Arkley-Crouch@scouts.org.uk / Phone: 07983304674



Why would I want to volunteer as a County Lead Volunteer in Scouts?

So what's in it for me you're wondering? Whilst volunteering as a County Lead Volunteer can be challenging at times, it is also incredibly rewarding and here's why, according to our current team of County Lead Volunteers in the England Team...



As a County Lead Volunteer you will be able to really develop and hone your leadership skills by managing teams of remote volunteers across the breadth of Norfolk. Leading and managing volunteers provides so much more opportunity and experiences than with employees, what you can gain by doing this really well can be a **great asset for your professional life** as well as in Scouts. The issues and challenges that you find ways to tackle will stretch you as an individual and as a leader and you'll find yourself **discovering new things that you are capable of achieving**.

This role is all about people and one of the incredible benefits of volunteering in any role in Scouts, but even more so as County Lead Volunteer is the teams of people you get to work with. You will inherit an incredible **team of dedicated people** leading Scouting in Norfolk, from District Lead Volunteers who manage Scouting on a local level, to the people delivering high quality training for our Scout Leaders. As County Lead Volunteer **you get to inspire, motivate, shape and develop this team**, building friendships and establishing a sense of camaraderie focused around our mission for young people.



If you **get a kick out of seeing things happen**, achieving success and making a positive impact to a wide audience then the County Lead Volunteer role definitely provides all of that. In this role you will get to see the difference that Scouts makes to so many young people's lives across a large area, helping them developing skills for life, fostering friendships and providing so many incredible and unforgettable experiences.



As a County Lead Volunteer you have an **important role to lead the progress of our strategy**. One such element of our strategy where County Lead Volunteers play a leading role is in the provision of our Scouting programme to those harder to reach communities and groups of **young people who might not normally have the option** to take part. It will be your role to help lead our efforts to do this in Norfolk. It is an exciting time to take up the reins and support this work to achieve our ambitious goals for new young people.

And if you're reading this thinking that it all sounds quite exciting and something you'd quite enjoy doing, but maybe you're worried about the timing or you might think there is someone else who would be better for the role, ask yourself **if not me, then who? If not now, then when?**

The role:

County Lead Volunteer - Norfolk

Outline:

The County Lead Volunteer is a key volunteer leadership role within Scouting with responsibility for providing outstanding leadership and support for the eight Districts within the County. The primary focus for the County Lead Volunteer is to ensure that Scouting is able to reach every young person in the County; open to all regardless of faith, colour or social background, because we believe Scouting has the ability to change lives. This is achieved by leading the team of eight District Lead Volunteers, and other County appointments as well as working with staff in the Growth & Communities Team to provide enough places to meet the demand for Scouting, and by ensuring that every youth member has access to a high-quality balanced programme that is challenging, relevant and rewarding.

Appointed by: Regional Lead Volunteer for the East of England, via a search group process responsible to the UK Headquarters Volunteer Support Team

Responsible to: Regional Lead Volunteer for the East of England

Responsible for: District Lead Volunteers, County Leadership Team Members, County Team Leaders, County Youth Lead, Transformation Lead and all other County appointments, however it is expected that line management for other roles are delegated to Team Leaders.

Other Main contacts: County Chair of Trustees, members of the County Trustee Board and its subcommittees, members of the Growth & Communities Team, other County Lead Volunteers in the Region, Chief Volunteer of England and England Leadership Team, members of the local community, schools and other youth organisations in the County.

Key tasks:

- Ensure that every Squirrel Drey, Beaver Scout Colony, Cub Scout Pack, Scout Troop, Explorer Scout Unit and Scout Network within the County is able to deliver a high-quality programme which is challenging, relevant and rewarding for every young person
- Provide proactive line management, including coaching, mentoring and guidance to District Lead Volunteers as well as other adult volunteers in the County who directly report to you including setting objectives for their work, holding regular one-to-one meetings and reviews.
- Build and maintain a sense of County team by holding regular team meetings with the District Lead Volunteers, County Leadership Team members and other appropriate volunteers within your County team to collaborate and provide peer support.
- Lead a safe, open and transparent culture around keeping young people and adults safe through our Yellow Card and key policies.
- Ensure the timely recruitment and appointment of new District Lead Volunteers where required and ensuring that interim arrangements are put in place for any vacant posts.
- Together with the District Lead Volunteers, agree the priorities for the County and produce a plan to deliver these to meet The Scout Association's vision and strategic objectives.

- Ensure that problems within the County are resolved so that an effective volunteering culture is encouraged and District Lead Volunteers and Group Lead Volunteers feel supported to deal with challenging issues, including complaints in a timely manner.
- Ensure that the County 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 County are resolved so that excellent Scouting is provided to young people in the County.
- Act as an ex-officio trustee as a member of the County Trustee Board, and an ex-officio member of the Council of The Scout Association.
- Play an active part within the East of England regional team by attending up to 3x meetings per year for County Lead Volunteers, led by the Regional Lead Volunteers and twice yearly England Team meetings for all County Lead Volunteers to contribute to the development of Scouting within England as part of the Headquarters team.
- Is a Trustee of the Eaton Vale Activity Centre Board and, in addition, oversees the operation of a County campsite as part of its Management and Operations Sub-committee.
- Oversee the management of the paid County Administrator, and sit as part of the Underrepresented Communities Fund Steering Group to oversee the management of the project and its Local Growth Officer.

Appointment requirements:

- County Lead Volunteers are required to validate the learning for our manager and supporter volunteer training scheme, completion of which is recognised through the achievement of a Wood Badge for the County Lead Volunteer role. As a key leadership position within Scouts we expect new County Lead Volunteers to set a strong example and complete this required training within their first year.
- County Lead Volunteers must be eligible for charity trustee status (as a member of the County Trustee Board).
- It is expected that whilst volunteering for this role you will undertake regulated activity.
- County Lead Volunteers are also expected to actively contribute as a member of their regional team and England Team, this includes attending between three to six regional team meetings and two All England Team meetings per year. As an ex-officio member of the Council of The Scout Association, County Lead Volunteers are expected to vote on matters presented to Council including elect trustees to the Board and attend the Annual General Meeting, usually held on the first weekend in September.

Terms of appointment:

The initial length of appointment is at the discretion of the Regional Lead Volunteer, through discussion with the appointee, and is usually for a period of one to three years initially before a formal appointment review. County Lead Volunteers may complete no more than a total of ten years in the role. Renewal and continuation of appointment is at the discretion of the Regional Lead Volunteer and appointment reviews may be conducted at any time at the request of the role-holder and/or Regional Lead Volunteer.

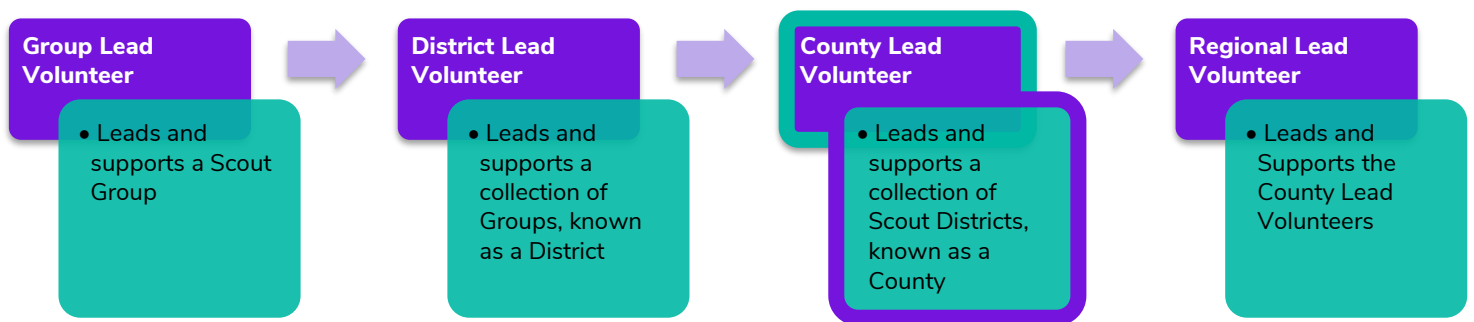
Note: Many of the tasks for which the County Lead Volunteer is responsible may be delegated to others in the County. Whilst the new appointee will inherit an existing team of volunteers in key County appointments, it is expected that new County Lead Volunteers will review and reorganise their team's objectives and roles as they see fit.

In Norfolk County, there are 8 Districts, made up of 110 Groups. This covers Central Norfolk, East Norfolk, Eastern Norwich, North East Norfolk, North West Norfolk, Northern Norwich, Southern Norfolk, and Southern Norwich Districts. Norfolk Scouts' total membership is currently 8,632 which includes:

- 244 Squirrels (4 - 6 year olds)
- 1,575 Beaver Scouts (6 - 8 year olds)
- 2,112 Cub Scouts (8 - 10 ½ year olds)
- 1,873 Scouts (10 ½ - 14 year olds)
- 573 Explorer Scouts (14 – 18 year olds)
- 31 Network members (18 – 25 year olds)
- 2,224 Adult Volunteers (18+ year olds)

The current vacancy

We're currently looking for a County Lead Volunteer. This is a leadership role, and we need someone who can provide leadership, motivation and guidance to our other adult volunteers. The management structure of Scouting is as follows:



County Lead Volunteers lead and support volunteers and other managers, known as District Lead Volunteers, who in turn support the managers of local Scout Groups. Adults at every level need support to ensure that they are motivated, inspired and focused on providing first-class Scouting. A good leader in Scouts thanks other volunteers for their hard work, and helps to make sure that they feel happy and supported, week after week.

The County Lead Volunteer will also provide direction for the County, and will help others see the bigger Scouting picture through solid leadership. We believe that everyone in leadership roles within Scouting should adopt an approach that combines the skills of both leadership and management.

In Norfolk, there are several key tasks and activities which are carried out by the County Lead Volunteer and County's volunteer leadership team which would form part of the role and fall within the new County Lead Volunteer's scope to review, adapt and delegate accordingly. Some of these are carried out by the current County Lead Volunteer and some are delegated to members of the County Leadership Team. The important point here is that we don't expect the County Lead Volunteer to be a super-hero and do all of this, or devote every hour of the day to the role. You will have the support of a sound Trustee Board and the existing County team.

What is a Brilliant Leader at Scouts?

1: Brilliant Leaders collaborate to create impact for young people

- Understand what's important to young people and how their team helps this to happen.
- Strong understanding of the current realities of local Scouting.
- Create effective working relationships across HQ and beyond to deliver our goals.
- Know their customers and hold themselves accountable to meeting their needs.
- Are network builders who cultivate new connections that add value to Scouts.

2: Brilliant Leaders inspire and support our people to thrive

- Have a clear and compelling purpose for themselves and their team.
- Are self-aware, manage their energy effectively and role-model self-care.
- Take great care of people, supporting mental and physical health.
- Recognise and reward positive behaviours and high performance.
- Enable people to enjoy being a part of our organisation.

3. Brilliant Leaders are advocates for equity and inclusion

- Actively listen to and centre diverse voices.
- Create a psychologically safe and inclusive environment where everyone feels secure, respected, and valued.
- Recognise and take concrete steps to address privilege, power and bias in themselves as individuals and in our movement.
- Are role models for continuous learning; giving and receiving challenge while creating safe and brave spaces for colleagues to learn together.
- Make sure that their behaviour is underpinned by our values.

4. Brilliant Leaders are great at getting things done

- Are adaptable – agree clear objectives but change in line with circumstances.
- Work in an agile way, constantly learning, iterating, and achieving results at pace.
- Dynamically manage risk, calmly leading others through periods of change or crisis.
- Trust people to do the right thing and deliver.

5. Brilliant Leaders are forward thinking users of digital and data

- Use data and insights to drive decision-making.
- Understand and deploy user-centred design principles in development work.
- Are digitally literate and committed to making best use of digital to do things better.
- Encourage innovation and welcome disruptive thinking.
- Create a culture of active learning, spotting, and responding to future trends in the world beyond Scouts.



Person specification

Knowledge and experience:	
Ability to lead, manage and motivate people in a voluntary environment.	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 volunteering in a manager/supporter role in Scouting (e.g. Group Lead Volunteers, District Lead Volunteer or other District/County role)	Desirable
Skills and abilities:	
Excellent ability to communicate effectively, orally and in writing including ability to speak and present publicly in a clear, articulate and motivating way	Essential
Ability to provide advice and guidance effectively to others	Essential
Ability to provide inspirational strategic leadership for the County	Essential
Ability to contribute to strategy development and identify practical actions to achieve strategic objectives.	Essential
Ability to effectively chair meetings.	Essential
Can build, maintain and facilitate effective working relationships with a wide range of people	Essential
Ability to enable 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 and resolve conflict	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. To facilitate the strategic growth of the county	Essential
Ability to use technology, especially mobile email, to carry out a range of tasks (confident in Microsoft Word, Excel and PowerPoint).	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

Induction for new County Lead Volunteers

Induction plan delivered by the Growth & Communities Team

New County Lead Volunteers will receive a series of face to face and remote interactions with the Growth & Communities Manager, in conjunction with the Regional Lead Volunteer, as part of a structured induction for the role. These interactions will also include an opportunity to develop a plan of action in the role with dedicated support from staff within the Growth & Communities Team to implement actions around developing and growing Scouting in the County.

UK Headquarters Volunteer Induction Days

County Lead Volunteers are appointed by UK Headquarters to lead Scouting in their assigned County, and as such are a key part of the UK Headquarters Team, working in partnership with staff colleagues employed by the national charity, who are responsible for managing a range of nationally delivered services for local Scouting. New County Lead Volunteers are invited to attend a two-day UK Headquarters induction at The Scouts' UK Headquarters at Gilwell Park, London where you will have the chance to meet with key staff colleagues to put faces to names and explore the support available to you as part of the wider UK Headquarters team.



The Growth & Communities Team

The Growth and Communities Team is part of the UK Headquarters staff team within the Volunteering Operations Department, with field-based staff who cover the eight English regions. Teams of Growth & Recruitment Officers, Local Growth Operations Managers and Growth & Communities Managers work alongside Group Scout Leaders, District, County and Regional Lead Volunteers to help open new Sections, Units and Groups, provide tools to help existing Groups to grow, provide training on volunteer recruitment, and support the induction of new Lead Volunteers in Scouting.

The Regional Lead Volunteer is a key link between the Growth & Communities Team and local Scouting. Through close working and effective communication, the Regional Lead Volunteer will develop plans with you and the other County Lead Volunteers in the team to ensure the best use of resources to achieve Scouting's goals for the Region, as agreed with the Chief Volunteer of England. One Growth & Communities Manager manages the staff team for both the Greater London and East of England and works closely with both Regional Lead Volunteers. The Growth & Communities Manager is line managed by the Deputy Chief Volunteering Officer.

More information about Scouts

Click on the links below to read more about Scouts, our key policies and our Skills for Life strategy to 2025

- [What Scouts do](#)
- [Skills for Life – our strategy to 2025](#)
- [About volunteering with Scouts](#)
- [Our rules and key policies](#)

Map of UK Scouting



Scouts UK Map

Shetland
Islands



Not geographical location



Nations/Regions

North

North East England

North West England

Growth & Communities Manager
Dean Carroll

Midlands

East Midlands

West Midlands

Growth & Communities Manager
Niki Cody

London & East

Greater London

East of England

Growth & Communities Manager
Jane Arkley-Crouch

South

South East England

South West England

Growth & Communities Manager
Katharine Paton-King

Northern Ireland

North

East

South

West

Scotland

Wales

Northern Ireland

Channel Islands



Not geographical location

There are also UK Scout Groups in a number of countries in Europe, the Middle East and the Far East. We also have the following UK Branches: Anguilla, Antigua and Barbuda, Bermuda, British Virgin Islands, Cayman Islands, Gibraltar, Montserrat, Solomon Islands, St Kitts and Nevis, Tonga, Turks and Caicos Islands, Tuvalu, Vanuatu.