

A photograph of three young Scouts in a forest setting. They are gathered around a campfire that is burning brightly in the foreground. The Scout on the left is wearing a dark blue jacket and has his hands in his pockets. The Scout in the middle is wearing an orange jacket and is holding a long wooden stick. The Scout on the right is wearing a pink jacket and is looking towards the other two. The background shows a wooden structure and trees, suggesting a campsite.

Lead and shape the future of Scouting in the City of Coventry

**County Lead Volunteer
Volunteer Vacancy Pack**



Scouts
Team England

Contents

–	
Lead and shape the future of Scouting in The City of Coventry	1
Contents	2
Introduction to Team England.....	3
How to apply or nominate someone.....	4
Why would I want to volunteer as a Lead Volunteer in Scouts?.....	5
The role – County Lead Volunteer	6
The City of Coventry County Scouts	8
The current vacancy.....	8
Core Skill Areas	9
Person specification.....	10
Induction for new County Lead Volunteers	11
More information about Scouts.....	11

A note on Transformation:

We're transforming volunteering at Scouts to make it easier, more enjoyable and rewarding. We'll be rolling out changes in phases to help us:

- Give a warmer welcome for everyone
- Deliver better learning
- Simplify how we volunteer together

All of which needs to be supported by easy-to-use digital tools.

As part of Transformation some of our language and titles will be changing over coming months, and County Commissioners will become known as County Lead Volunteers, District Commissioners will become District Lead Volunteers and so on, in this document we have started to use our new titles and roles

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 60 English Counties. As County Lead Volunteer you will take the lead for implementing our 2018-25 strategy with your team of District Lead Volunteers and ensuring they feel motivated and supported to lead the Scout Groups to success.



Liz Henderson, Chief Commissioner/Chief Volunteer of England

The England Team is broad and also includes our staff colleagues within the Growth and Communities Team, the eight Regional Lead Volunteers, our regional growth and learning 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 manager 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 on your Island 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 9:00am 8th July 2024

Interview dates: w/c 15th July or 22nd July TBC

Further information

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

Dan Potter - Lead Volunteer of the West Midlands

Email: Daniel.Potter@scouts.org.uk

or

Niki Cody - Growth and Communities Manager (Midlands)

Email: Nicola.Cody@scouts.org.uk / Phone: 07779433928



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 Team England...



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 the scout County of The City of Coventry. 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 The City of Coventry, 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 The City of Coventry. 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

Outline:

The County Lead Volunteer is a key volunteer leadership role within Scouting with responsibility for providing outstanding management 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 three District Lead Volunteers, and other County appointments as well as working with the Growth & Communities Teams (employed staff) 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:** Lead Volunteer for West Midlands England, via a search group process supported by the HQ Volunteering Services Team
- Responsible to:** Lead Volunteer for West Midlands England
- Responsible for:** District Lead volunteers, County Team Members, and all other County appointments, however it is expected that line management for other roles are delegated to Deputies/Assistants.
- Main contacts:** County Volunteer Teams, County Chair, County Network Scout Lead volunteer, members of the County Board of Trustees and its subcommittees, District Lead Volunteers, members of the Growth & Communities Team, other County Leads in the Region, Chief Volunteer of England, 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 Chair, County 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 West Midlands England regional team by joining short MS Teams calls, attending up to 3x meetings per year for County Lead Volunteers, led by the Lead Volunteer for West Midlands England and twice yearly Team England meetings for all County

Lead Volunteers to contribute to the development of Scouting within England as part of the Headquarters team.

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 Volunteers role.

Moving forward learning will be broadly split into Growing Roots and Branching Out. Growing Roots is the learning volunteers need to do within their first 6 months of starting. Branching out is learning volunteers can access to further develop their skills and knowledge. It spans across a wide range of areas. Some of the learning is required if you want to do certain things – like learning for our accreditations - and some is there to engage in if and when it is helpful for the specific person.

The [Wood Badge](#) will continue to be available in the two versions we are used to - one for people focused on delivering the programme, and one for people focused on leading and supporting other volunteers. However, It'll be part of the Branching Out learning, becoming optional and open to all, and a volunteer will only get one Wood Badge.

As a key leadership position within Scouts we expect new County Lead Volunteers to set a strong example and complete required learning within the relevant timelines.

- 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.
- 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 Lead Volunteer for West Midlands England, through discussion with the appointee, and is usually for a period of one to three years initially before a formal appointment review. 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 Lead Volunteer for West Midlands England and appointment reviews may be conducted at any time at the request of the role-holder and/or Lead Volunteer for West Midlands England.

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

For more information about the role

Interested candidates are also encouraged to review Factsheet FS330074 available online at:

<https://members.scouts.org.uk/factsheets/FS330074.pdf> which provides more information about the role of the County Lead Volunteer, structured around the six key areas of leadership and management.

The City of Coventry Scouts

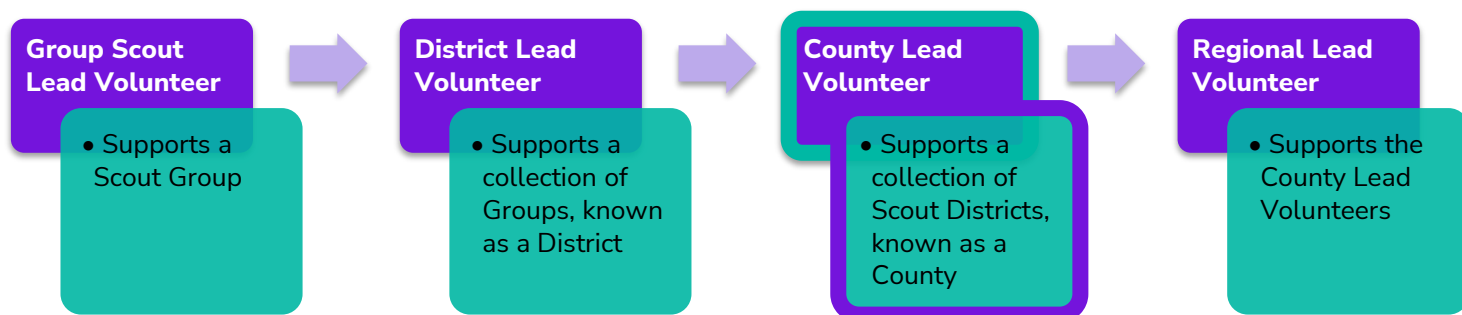
In The City of Coventry County, there are 3 Districts, made up of 34 Groups. This covers Caludon, Bablake and Charterhouse. The City of Coventry Scouts' total membership is currently 3,099 which includes:

- 121 Squirrels (4 - 6 year olds)
- 546 Beaver Scouts (6 - 8 year olds)
- 699 Cub Scouts (8 - 10 ½ year olds)
- 586 Scouts (10 ½ - 14 year olds)
- 241 Explorer Scouts (14 – 18 year olds)
- 906 Adult Volunteers (18+ year olds)

The current vacancy

We're currently looking for a County Lead Volunteer. This is a management role, and we need someone who can provide leadership, motivation and guidance to our other adult volunteers. A 'team' approach will be considered for this role.

The management structure of Scouting is as follows:



County Lead Volunteers support volunteers and other managers, known as District Lead Volunteer, 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 manager thanks other volunteers for their hard work, and helps to make sure that they feel happy and supported, week after week.

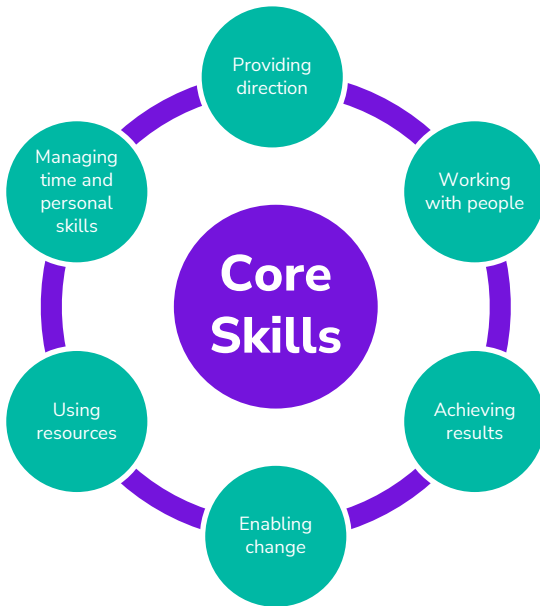
The County Lead Volunteer will also provide direction for the County, and will help others see the bigger Scouting picture through solid leadership.

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

In The City of Coventry Scout County there are several key tasks and activities which are carried out by the 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 Deputies or Assistants. 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.

Core Skill Areas

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



1. Providing direction

A good County Lead Volunteer will create a vision for Scouting in their County, and provide clear leadership to implement that vision.

2. Working with people

It is vital that a County 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 County Lead Volunteers ensure that goals are achieved, plans are seen through to completion, and that good relationships are maintained within and between Scouting Districts. Forging links within the local community is also an important aspect of development.

4. Enabling change

It is important for County Lead Volunteers to encourage volunteers to think of creative ways to improve Scouting across the County. They should then provide the support to implement appropriate changes.

5. Using resources

A good County Lead Volunteer will ensure that information and resources are available, helping volunteers across the County to continue to provide excellent Scouting opportunities to young people.

6. Managing time and personal skills

A good County Lead Volunteer should use their time effectively, and be willing to continue to learn and improve their skills.

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 Volunteer, 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	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
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 and 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 Lead Volunteer for West Midlands England, 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.

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 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 Headquarters induction at The Scouts' national 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 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 and Recruitment Officers, Local Growth Operations Managers and Growth and Communities Managers work alongside Group Scout Lead Volunteers, District, County and Regional Lead Volunteers, as well as Regional Team Members to help open new sections, units and groups, provide tools to help existing groups to grow, provide training on adult recruitment, and support the induction of new volunteer managers in Scouting.

The Lead Volunteer for the Region is a key link between the Growth and Communities Team and local Scouting. Through close working and effective communication, the Lead Volunteer for the Region 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 and Communities Manager manages the staff team for both the Midlands regions and works closely with both Regional Lead Volunteers. The Growth and 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](#)