



Information Pack for Queen's Scout Award Coordinator

Role Description

Outline: Promoting the Queen's Scout Award and providing support to Explorers and Network members completing the award.

Responsible to: County Commissioner
Deputy County Commissioner for Programme

Other Contacts:

- Other Assistant County Commissioners (Section), particularly ACC Network and ACC Explorers
- County Adviser for the Duke of Edinburgh Award
- Explorers, Network Members, Leaders and Supporters
- District Explorer Scout Commissioners
- District Scout Network Commissioners
- Other Members of the County and District Teams
- Other Queen's Scout Award Coordinators

Main Tasks and Responsibilities

- Promote the Queen's Scout Award to Explorers and Network members across the County.
- Provide guidance to Leaders and Supporters about the award, enhancing their knowledge and providing opportunities to give them the necessary skills to support young people aiming to complete the Queen's Scout Award.
- Providing support directly to Explorers and Network Members aiming to complete the Queen's Scout Award, providing them with guidance, motivation and encouragement.
- Maintain a record and oversee the registration process for young people in our County who are completing the Queen's Scout Award.
- Liaise with the relevant Commissioners to attend Queen's Scout Award Presentations and to complete the necessary paperwork when a young person has completed the award.
- Ensure our Top Awards processes are robust and consistently assessed in-line with national guidelines.
- Support the DCC Programme in the planning and delivery of the Celebration of Excellence and other events to recognise the achievements of Top Award holders across the County.
- Attend and contribute to the relevant County Team Meetings throughout the year.
- Support the Senior Leadership Team in the development and delivery of the County Development Plan.

Greater Manchester West County Scout Council

County Office, Unit 5 Kelmercourt House, 102 Sale Lane, Tyldesley, Manchester M29 8PZ
T: 0161 790 5634 E: county.office@gmwscouts.org.uk W: www.gmwscouts.org.uk
Registered Charity Number(s) 508002

Person Specification

Knowledge and Experience

- Experience of working with the Explorer and Network sections
- Good knowledge and understanding of the Queen's Scout Award and the process of completion
- Experience of supporting other adult volunteers and young people
- Understanding of The Scout Associations Policy, Organisation and Rules (POR)

Skills

- Provide support and leadership to other volunteers
- Strong communication and interpersonal skills
- Ability to prepare and present thoughts and ideas to other adult volunteers
- Creative thinker
- Ability to encourage participation and motivate other volunteers and young people
- Develop, maintain and facilitate effective working relationships with a wide range of volunteers and young people
- Plan, manage and monitor own tasks and time

Personal Qualities

- Flexible and adaptable approach
- Organised
- Self-motivated
- Enjoy working as part of a wider team and promote good teamwork
- Resourceful, energetic and enthusiastic about the role.
- Accept and understand the fundamental of the Scout Movement

How to Apply

If you are interested, or know someone who might be, please read the role description and person specification, then complete the application form. The application form should be returned by email to county.office@gmwscouts.org.uk by Friday 6th December 2019.

For more information about the role, please contact Jacob Bond (DCC Programme) by emailing jacob.bond@gmwscouts.org.uk