



## Chief Operating Officer

**Outline** Provide leadership for the Region's staff team and deliver operational support for the Regional Executive Committee, the Regional Commissioner and his/her team in relation to the effective delivery of a programme of support for adult training, development, communications, fundraising and administration.

**Responsible for** Accountant, Scout Shop staff, General Manager Auchengillan & Local Development Officers.

**Responsible to** Regional Commissioner.

**Hours of Work** 37.5 hours per week.

The post holder will require to attend committee meetings and support activities and events, including working during evenings and weekends, for which time off, in lieu, will be agreed with the Regional Commissioner.

**Internal Contacts** All staff, volunteers working at Region, District & Group level, staff and volunteers at SHQ and UKHQ.

**External Contacts** Local Authorities, Local CVS, Media Outlets, Members of the public, other uniformed youth organisations, Statutory and voluntary organisations in the Region & suppliers.

**Appointment Requirements** To understand and accept The Scout Association's policies and have satisfactory membership of the PVG scheme. The completion of a Wood Badge, which includes the achievement of the Manager specific modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme. The completion of such other training as may be necessary to fulfil the duties of the post holder.

**Limits of authority** As agreed with Regional Executive Committee.

**Clyde Scouts**  
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# Main tasks of role

## Scouting support:

- Work with the Regional Commissioner and his/her team to prepare, implement and periodically review a Regional Development Plan/Business Plan.
- Identify and recommend to the Regional Commissioner, resources that are required to support the operation of the Region's functions.
- Support the Deputy Regional Commissioners and District Commissioners to identify priorities for the development of Scouting in their District.
- Develop working relationships with organisations that can support/facilitate the development of Scouting in the Region.
- At his/her request, to represent the Regional Commissioner and to carry out such other tasks as may reasonably be requested.
- With the Deputy Regional Commissioners, lead any development project work.
- Support the work of the Region's Scout Active Support Units.

## Communications:

- Work with the Assistant Regional Commissioner (Communications) to:
  - Manage the Region's digital communications channels.
  - Develop relationships and maintain contact with local and regional media outlets that you can pitch stories to.
- In partnership with the Regional Executive, lead on the development and implementation of a fundraising plan for Clyde Region.
- Secure the support of the Regional Executive Committee (Trustees) to achieve the fundraising strategy.
- Prepare a statutory report on behalf of the Regional Executive Committee and an Annual Report/Annual Review for distribution to the supporters of the Region and members of the Regional Scout Council.
- Maintain and publish an annual diary of all activities, events and meetings taking place in the Region and publicise (and market as appropriate) information about them to internal and external audiences.

## Governance:

- Fulfil the role of Regional Secretary and act as Secretary to the Regional Scout Council, Regional Executive Committee and such other sub-Committees as may reasonably be requested by the Regional Executive Committee.
- In conjunction with District Secretaries & Treasurers, to coordinate the return of the Annual Census and the collection of membership subscriptions from Groups and Districts.
- Coordinate any administration support that may be required by the Regional Chair, Regional Commissioner and their team.

- Ensure that the Regional Office is adequately resourced to fulfil its function.
- Liaise with the Region's solicitors as necessary in relation to all legal, statutory and regulatory matters affecting the Region and recommend any changes in practice or procedure to the Regional Executive Committee.
- Ensure that delegates from the Region to the UKHQ Annual General Meetings are properly nominated and UKHQ notified accordingly.
- With the Regional Treasurer, agree an annual budget for the running of the Regional Office and advise the Regional Executive Committee or its nominated sub-Committee of any required capital expenditure in relation to the running of the Regional Office.
- Provide advice to members of the Regional Team and adults working in Districts and Groups in connection with compliance with P.O.R.
- Support the Regional Treasurer to collect annual accounts from Scout Districts.
- Act as a signatory to financial transactions.
- Represent & maintain the property interests of the Region in relation to all of its properties.
- Maintain an accurate list of properties held in trust for Scout Groups, by the Region and provide advice to Groups, Districts and the Region on property matters, including dealing with non-Domestic rates relief and other statutory reliefs for all Region properties.
- Lead on all matters relating to compliance with Health & Safety and Safety in Scouting for the Region's operations.
- Provide leadership, line management and HR support in relation to the employment of staff by the Region.
- With the Regional Executive Committee, ensure that the Region is not unnecessarily exposed to any operational risks and provide regular reports to committees.
- Any other tasks as may reasonably be requested.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Clyde Scouts.

# The person

## Essential knowledge, experience and skills:

- Good knowledge of Microsoft Office.
- Ability to learn new IT systems and support others in using them.
- Experience of leading a team.
- Able to work well as a member of a team and independently.
- Enthusiastic and highly motivated.
- Proven ability to develop effective working relationships.
- Able to prioritise tasks.
- Good attention to detail.
- Ability to communicate with members of the public and with volunteers involved in Scouting.
- Well organised.

## Desirable knowledge, experience and skills:

- Appreciation of The Scout Association's aims.
- Current knowledge of HR processes.
- Quick to respond to changing priorities.
- Appreciation of how the voluntary sector operates.
- Knowledge and experience of Charity Accounting.