



CANDIDATE BRIEF COUNTY TREASURER



In this candidate information pack you will find further information on our search for a new County Treasurer together with details on the application process with Moon Executive Search.

Welcome to Avon Scouts

I am really pleased that you are thinking of applying to support Avon Scouts on the next and exciting stage of our journey.

Avon Scouts provides positive youth activities for young people between 6 and 25 years helping young people develop life skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness, and commitment. Helping young people to get jobs, save lives and even potentially change the world. There is no doubt that through its youth work across the area Avon Scouts is changing young lives and local communities for the better from the inside out.

Currently through the generosity of its volunteers (lots of busy people giving a little bit of their time together) Avon Scouts provides the opportunity for over 12,000 young people to enjoy fun and adventure while developing their skills they need to succeed, now and in the future.

Over the next few years, we will be looking to transform the way we work embracing a digital culture and ensuring improved support for our volunteers. Alongside this we have ambitious plans to grow the number of young people that we support.

As our treasurer, you will help us shape our vision and our new ways of working. We will be looking to harness your experience and wisdom as we drive forward with our exciting plans for the future. .

If this sounds the right challenge for you then please do get in touch



Neil Salter Chair Board of Trustees Avon Scouts

Background Information

Scout County of Avon

The Scout County of Avon provides support, governance and guidance to the local Scouting community, enabling are key volunteer managers - County Commissioner Group Leaders and District Commissioners to deliver exciting, challenging and safe activities for the benefit of the 12,000 young people and 4,000 adults involved in Scouting in Avon.

What is the structure of Scouting

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country (National) Headquarters. These 'units' of Scouting provide:

- Support
- Channels for communication
- Opportunities for youth Members and adults to make decisions and take responsibility
- Functional units through which the design and delivery of the youth programme can be best achieved.

The Scout County of Avon covers the geographical areas of the 4 unitary authorities of:

- Bristol
- Bath and North East Somerset
- South Gloucester
- North Somerset

The Scout County of Avon is broken down into 9 Scout districts:

- Bath – Bath and the surrounding villages
- Wansdyke – Midsomer Norton, Radstock, Keynsham, Saltford and the surrounding villages
- Cotswold Edge – Thornbury, Yate and the surrounding villages that are North of the M4 and the M5 Motorways
- Gordano – The Gordano Valley covering Portishead, Clevedon, Nailsea and Backwell and the surrounding villages
- Axe – Weston Super Mare and the surrounding villages
- Cabot – The Bristol suburbs west of the A38 and north of the river Avon
- Bristol South – The Bristol suburbs south of the river Avon
- Kingswood – The area of South Gloucester south of the M5
- Brunel – The Bristol suburbs east of the A38 and north of the river Avon

Scouting happens principally in Scout Groups, Explorer Scout Units and Scout Networks. A district is made up of several Scout groups. The groups are the local organisations for Scouting and can consist of one or more of the following sections:

- Beaver colonies (ages 6-8)
- Cub packs (ages 8 – 10½)
- Scout troops (age 10½ - 14)
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Provision for young people between 14 and 25 is provided under the management of the district rather than a group:

- Explorer Unit (ages 14- 18)
- Network unit (ages 18 – 25)

The function of all the other units (County/District team, Scout Active Support Units) in the Movement is to enhance the quality of provision of the Scout programme at local level.

Who governs scouting?

Scouting operates on a federal structure of governance so every Scout Group/District/County whilst operating under the umbrella of National Policy, Organisation and Rules (P.O.R) is an autonomous organisation holding its own property and equipment.

At each level Scouting is managed by a lead volunteer (Group – Group Scout Leaders, District – District Commissioner and County – County Commissioner), and will be independently governed by a Board of Trustees. The role of the Board of Trustees is to support the lead volunteer in the development of Scouting and to discharge the governance responsibilities of the charity. They are accountable to the relevant Scout Council for the satisfactory running of the charity. Each board should consist of a Chairman, Secretary, Treasurer and a number of other trustees.

The Scout County has overall responsibility for setting the local strategy and approach for Districts and Groups to deliver the National 2018- 2023 strategic objectives of:

- Growth** - To increase the number of youth members and adult volunteers
- Inclusivity** - To be as diverse as our communities
- Youth shaped** - To ensure Scouting is shaped by young people in partnership with adults
- Community Impact** -To make a positive impact in our communities

Who runs the Scouting activities?

Scouting operates under a Royal Charter and in accordance with the Scout Association's Policy Organisation and Rules (POR). POR contains all key policies and acts as the operation manual for the organisation.

Whilst Scouting activities effectively take place at Sectional level within a Group, some activities are shared and provided at the District, County, National or International level.

Wherever they are provided the youth programme in Scouting has a fundamental dimension, which determines how it is carried out. This is the Scout Method. The Scout Method is a system of progressive self-education through:

- The Scout Promise and the Scout Law
- Learning by doing
- Membership of small groups
- Progressive discovery and acceptance of responsibility under adult guidance
- Training towards self-government
- Direction towards the development of character
- The acquisition of competence, self-reliance, dependability and the capacities both to cooperate and to lead
- Encouraging and enabling personal best effort
- Progressive and stimulating programmes of varied activities based on the interests and choices of the participants, including games, useful skills, and services to the community, taking place largely in an outdoor setting in contact with nature.

Scout Group

A Scout Group is led by a Group Scout Leader. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of a Balanced Programme for young people within the Group.

The Beavers, Cubs, Scouts within a group are led by a section leader and aided by assistant leaders, sectional assistants, occasional helpers and in some instances Young Leaders (age 14- 18). In addition to this many sections will also rely upon the support of parents on a rota basis – Where this is the case these parents are classed as occasional helpers.

District

A Scout District is led by a District Commissioner. The District Commissioner is assisted and supported by the District Team, comprising the District Explorer Scout Commissioner, District Scout Network Commissioner, all Assistant District Commissioners and District Scouters along with District Administrators and Advisers

Explorer Scout and Network Units are not autonomous organisations. They are part of a Scout District, which acts as their parent body.

Explorer Scouts are also led by a section leader aided by assistant leaders, sectional assistants and occasional helpers

Scout networks are mainly member-led, but are assisted by a network leader

County

A Scout County is led by a County Commissioner. The County Commissioner is assisted and supported by the County Team, comprising Deputy County Commissioners, County Training Manager, all Assistant County Commissioners and County Scouters along with County Administrators and Advisers.

The role of County is to provide support to Group Leaders and District Commissioners to deliver exciting, challenging and safe activities for the benefit of all in Scouting

Other Units

In addition to the youth training sections Scout Active Support Units may be established any level - National, County, District or Group to support specific activities. These can be as wide ranging as:

- Activity Groups such as Sailing, Canoeing or Ten Tors training (Walking/navigational activity)
- Faith based support groups – Muslim Unit (National)
- Local units – such as fundraising teams in support of a local group



What activity centres does the Scout County of Avon own?

The Scout County of Avon owns and operates the following centres:

Woodhouse Park – A camping and activity centre of 36 acres at Almondsbury.

BP Boathouse – A water activities centre (Canoeing, rafting and pulling) situated at Bristol docks. This facility is jointly leased along with the guides from Bristol City Council.

Sailing yard – A water activities centre (Sailing) situated at Bristol docks leased from Bristol City Council

Centenary Wood – A newly established woodland (2007) at Newton St Loe that is leased from the Duchy of Cornwall

In addition, the Scout County has a number of Active Support Units that support adventures activities including: Hillwalking, Shooting, Climbing, Caving

How do the finances operate in Scouting

Scouting is a self-funded charity where the majority of funds raised come from its own members. The majority of groups will collect monies from members on a monthly basis to cover the costs of weekly programmes and the annual membership fee.

In addition to this Groups will carry out a range of fundraising activities with the aim of covering the weekly accommodation costs of meeting places for the youth sections.

Additional activities such as camps will usually incur an additional cost if members wish to attend.

Annual membership fees are based on an annual return (census) of members that is completed every year on the 31st January. The annual membership fee is based on three component parts:

- HQ levy – covering the provision of central services including personal insurance for all members
- County levy- covering the services provided by the County which include adult Training.
- District levy – covering the services provided by the District

The county levy from the annual membership is the main area from which the income of the Scout County of Avon is generated. The annual membership fee is collected in one instalment in March of each year.

Awards

In June 2022 Avon Scouts was awarded The Queens Award for Voluntary Services.

Role Description

Title	County Treasurer
Location	Meetings Held in Almondsbury, South Gloucestershire or on Zoom
Role Summary	The role supports the Chair and members of the Board of Trustees by helping to manage our finances and ensuring that we have sufficient resources to achieve our strategic goals.
Key Relationships	Chair of Finance sub committee, County Finance Officer (employed), County Board of Trustee Members, Chair of Board of Trustees, County Commissioner, County Administrator.
Responsible To	The individual is accountable to the Avon County Scout Council
Time Commitment	Up to 6 meetings a year and Finance subcommittee meeting 4 times a year (mainly weekday evenings) in addition to monthly Finance tasks.
Remuneration	This is a Voluntary (unpaid) role) reasonable expenses incurred will be reimbursed
Appointment	Must successfully complete the appointment process (including acceptable personal enquiries including an enhanced DBS and acceptance of the Scout Association's policies).
Support Available	Formal training on the responsibilities of Board of Trustee Members will be provided. Induction training covering key Scout association policies and operation of Avon Scout Board of Trustees will be provided. The County employs two part time Administrators (County and WHP) who support the County Treasurer in discharging their duties. Training on Quickbooks accounting software will be provided



Main Responsibilities

The County Treasurer has responsibility for:

- Oversight and accounting for payments (in the main on a fortnightly basis)
- Oversight and accounting of monthly payroll (Currently 4 employees)
- Liaising with County Administrator, WHP Administrator to ensure that payments and Income due are paid/received in a timely manner
- Liaising with Auditor to finalise annual accounts
- Managing the Finance Subcommittee in the absence of a Chair of the Finance Subcommittee
- Attendance at Board of Trustee and Finance Sub Committee Meetings
- Monitoring the financial activities of Avon Scout County
- Preparing and presenting management account reports and accounts to the Board of Trustees outlining current financial position and key risks
- Leading the Board of Trustees in the creation of budgets, financial planning and monitoring of these.
- Ensuring that Avon Scout County is financially able to function, has appropriate reserves and accounting procedures and controls in place.

General Board of Trustee Responsibilities

- To be a full and active participant in Board of Trustee meetings and activities.
- To uphold the responsibilities of the Board of Trustees as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the County.
- Contribute to the strategic aims and future development of the County.

Personal Qualities

- Experience of financial management
- Strong Organisational, Communication and IT Skills

- Able to analyse financial information effectively, summarise and present to different audiences
- Ability to work as part of a team
- Able to think creatively and solve problems
- Willing to speak one's mind and listen to view of others
- Able to Chair meetings and maintain independent and objective judgement
- Experience of Quickbooks accounting software would be an advantage but full training on the system will be provided.



How to apply

Moon Executive Search has been appointed as chosen Search Partner to Avon Scouts and will manage the recruitment process.

NB: ALL DIRECT APPLICATIONS WILL BE FORWARDED TO

MOON EXECUTIVE SEARCH

To apply, please send a copy of your latest CV together with a supporting statement, explaining your motivations for applying for the role, how your skills, knowledge and experience match the job outline and what you can additionally bring to the role.

To ensure fairness to all applicants, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and supporting statement. Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

Moon Executive Search is an equal opportunities employer and welcomes applications from all areas of society.

COMPLETED APPLICATIONS SHOULD BE SENT BY EMAIL TO:

recruit@moonexecsearch.com

FAO: SANDY HINKS, HEAD OF CHARITY PRACTICE - QUOTING REF: MC2328

CLOSING DATE FOR APPLICATIONS: MID NIGHT SUNDAY 2ND APRIL 2023

Preliminary interviews will be with Moon Executive Search virtually, followed by interviews with Avon Scouts to be conducted in person at Almondsbury.

Avon Scouts has retained Moon Executive Search to manage this campaign and are therefore unable to accept CVs from third party agencies. All CV's and expression of interest received will be forwarded directly to Moon Executive Search for consideration.

On behalf of Avon Scouts, Moon Executive Search would like to thank you for your initial interest in their Trustee opportunity.

Further information

Further information can be found on the links below:

- Avon County Scouts Website: [Avon Scouts](#)
- Charity Commission information: Avon County Scouts Charity number 302146



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