



# ACC Top Awards - Staffordshire

**Title: Assistant County Commissioner - Programme (Top Awards)**

**Outline:** To work in partnership with the County ACCs (Programme), County QSA Co-ordinator and leaders in Staffordshire to support in the running of & promotion of Top Awards from 6-25 as a journey.

**Responsible to:** DCC (Programme)

**Main Contacts:** ACCs/County Scouters/County Secretary/DofE Administrator/County QSA Co-ordinator/ADCs/DESC/DSNC/Leaders/SOWA Mentors/SOWA Trainers/Explorer Belt Mentors.

**Appointment requirements:** Must successfully complete the appointment process. During the five months of Provisional Appointment the relevant *Getting Started* modules must be completed. A Wood Badge must be completed within three years of Full Appointment, and ongoing safeguarding and safety training must be undertaken.

General Tasks
Attend County Meetings (inc 2 x County Team / 3 x Programme Team per year).
Support County activities/events.
Promote Top Awards within the County using the County Website / Social Media and Face to Face discussions.
Visit groups/units to support as required.
Regularly log into the County OSM dashboard.
Any other tasks as mutually agreed with DCC.

Specific Tasks
Promote Top Awards as a journey from 6-25, ensuring Leaders and young people are fully aware of the opportunities available to them in their current section and other sections.
Support ACCs, ADCs/DESCs/CSNCs, in promoting Top Awards as a journey from 6-25.
Work with ACCs in the monitoring of Top Award completions across all sections, identifying areas for support.
Ensure that all Leaders have an awareness of Top Awards across all sections.
Organise & Chair County Top Awards meetings.
Assist in the coordination and running of a County Top Awards programme.
Ensure a streamline approach towards communication, coordination and awareness of current award activity/processes between ACCs, County QSA Co-ordinator and County Scouters.