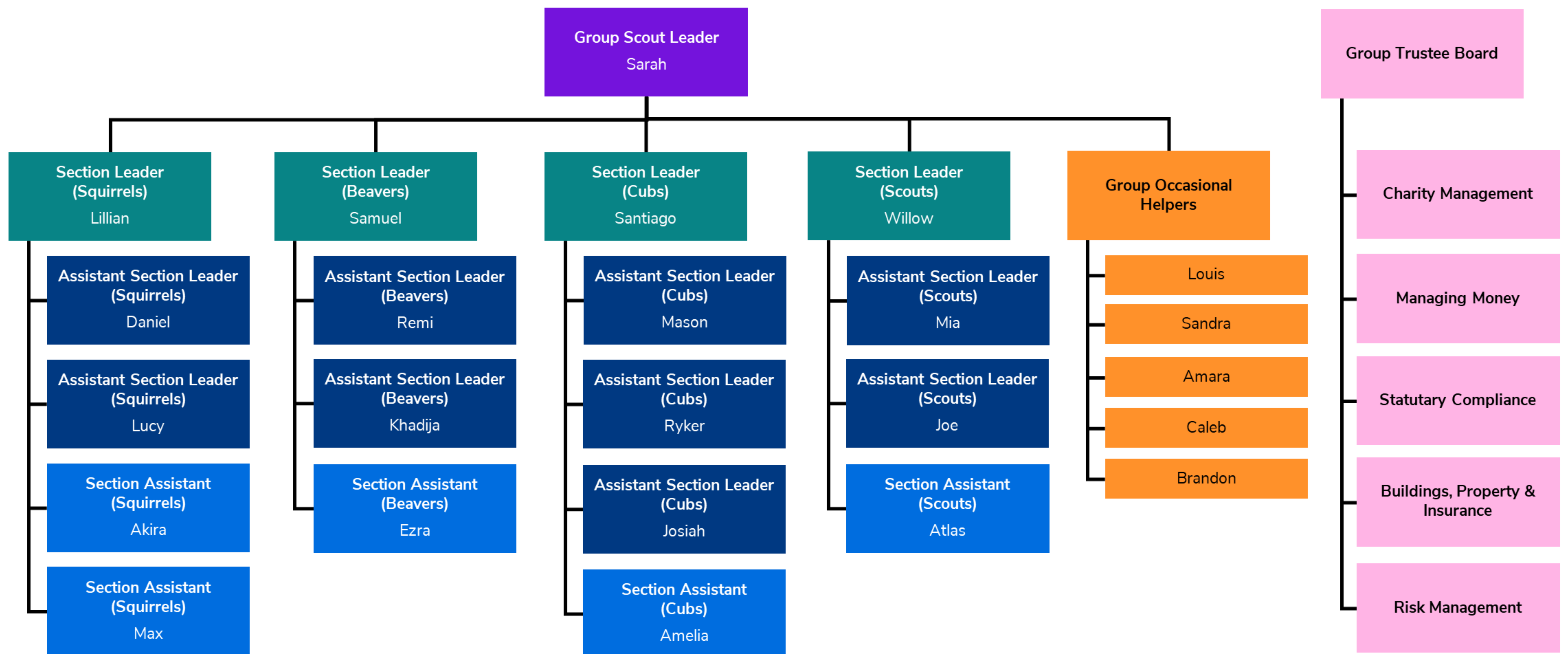


Current Group Structure & Role Descriptions



Group Scout Leader

Main Tasks

- Ensure that the Scout Group thrives and has the best systems in place to support adult volunteers and develop the Group – including a Group Trustee Board and Section leadership teams.
- Provide line management and support to the Leaders in the Scout Group, including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Ensure that the Scout Group 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 a challenging, exciting and balanced programme is offered to young people in the Scout Group.
- Work with the District Commissioner, Deputy District Commissioner(s) and other Group Scout Leaders in the District to ensure that the District thrives and supports Scout Groups.
- Note: Some of the tasks for which the Group Scout Leader is responsible may be delegated to others in the Group, including a Deputy Group Scout Leader, if appointed.

Detailed Description of the Role

The role of Group Scout Leader is based around six key areas of leadership and management.

- 1) **Providing Direction** – as an effective Group Scout Leader you will be required to:
 - Lead by example to promote a co-operative culture of working in the Group.
 - Create a vision for the future development of the Group that takes into account the strategic objectives of The Scout Association and the plans for your District.
 - Develop a plan to realise the vision for the Group, implement and regularly review it.
 - Provide leadership, inspiration and motivation for all adults volunteering in the Group.
 - Ensure that everyone in the Group follows the policies and rules of The Scout Association.
 - Carry out regular one-to-one meetings and support adults who report directly to you.
- 2) **Working with People** – as an effective Group Scout Leader you will be required to:
 - Develop good working relationships based on trust and Scout values with adults in the Group and with others in Scouting.
 - Plan for and ensure that suitable adults are recruited to work in appropriate roles in the Group.
 - Manage and support the adults in the Group – including allocating tasks and reviewing their progress.
 - Support adults in the Group to develop by: completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
 - Build a team spirit in the Group and support the development of the team as a whole.
 - Address conflict as it occurs within the Group and reduce the likelihood of it happening through good communication and other methods.
 - Run effective Leaders' Meetings in the Group and participate fully in the Group Trustee Board and District meetings.
 - Ensure that adults in the Group perform to agreed standards and if serious problems occur, that correct procedures are followed in consultation with the District Commissioner.
 - Carry out effective reviews and re-assign or retire people if necessary.
 - Build and maintain collaborative relationships with other relevant organisations in the Group's local area.
- 3) **Achieving Results** – as an effective Group Scout Leader you will be required to:
 - Satisfactorily complete projects in the Group for which you are responsible.
 - Satisfactorily resolve problems and issues raised by adult and youth members of the Group and by parents or carers of youth members in the Group.
- 4) **Enabling Change** – as an effective Group Scout Leader you will be required to:
 - Encourage adults in the Group to think of new and creative ways to improve the Group.
 - Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
 - Carry out plans to implement change, working together with all members of the Group.
 - Recognise the contribution of others towards change and improvement.
- 5) **Using Resources** – as an effective Group Scout Leader you will be required to:
 - As part of the Trustee Board, manage the Group's budget.
 - As part of the Trustee Board, ensure that there is an adequate income for the Group including identifying other income sources such as grants.
 - Work with the Trustee Board and Leaders to ensure that the Group's meeting place and equipment are safe and that adult volunteers act in a responsible manner.
 - Work with the Section Leaders and the Trustee Board to ensure that the Group has sufficient physical resources to support the programme.
 - Work with adults and youth Members to minimise the negative impact and maximise the positive impact that the Group has on the environment.
 - Make decisions about all matters within the Group based on the best available information.
 - Ensure that all adults in the Group have the right information provided in a timely manner and in the most effective way.
- 6) **Managing your Time and Personal Skills** – as an effective Group Scout Leader you will be required to:
 - Agree realistic goals and targets with the District Commissioner for the development of the Scout Group that work towards The Scout Association's strategic objectives.
 - Ask other adult volunteers for feedback about how you carry out your role and act on it.
 - Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the District Commissioner.
 - Identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.
 - Attend National, Regional, County/Area and District Group Scout Leader meetings, workshops and events.

Section Leader

Delivery of a Balanced Programme:

- Delivery of a safe, exciting and stimulating Balanced Programme for the Section taking into account the needs, interests and abilities of the young people.
- Ensure the safe delivery of the programme in accordance with the Policy, Organisation and Rules of The Scout Association.
- Ensure that every young person in the Section has the opportunity to attend at least one night's away experience each year.
- Actively support and promote the achievement of badges and awards in particular the Chief Scouts' Award.
- Actively work with other adults in the Group to support and promote Group or multi-section activities and events.
- Ensure regular opportunities are provided for young people to express their views on the programme and running on the Section, and that those views are taken into account (for example using Log Chews, Pack, Troop, Sixer or Patrol Leader forums, or any other method).
- Actively co-operate with other section leaders to promote the Moving On from Section to Section.

Operation of the Section:

- Work with the Group Scout Leader, the Group Trustee Board and others to support recruiting and inducting appropriate Assistant Leaders and Section Assistants.
- Agree responsibilities with Assistant Section Leaders, Section Assistants and parent helpers taking into account the development of the individual's leadership potential.
- Ensure accurate records are kept of the young people in the Section in accordance with the Data Protection Act and pass these records to the Section Leader when the young person reaches the age to move up to the next Section.
- Regularly review the operation of the Section.
- Make and maintain good relationships with parents/carers of the young people. This may include running a parent rota and/or inviting parents to support camps or other residential experiences.

Wider Group tasks:

- Follow the Group's financial procedures which must be in accordance with POR.
- Attend and contribute to relevant Group and District meetings. These may include meetings of the Group Council, the Group Trustee Board, Leaders' meetings (at Group, District or County level), and AGMs.
- Note: Section Leaders can sit on the Group Trustee Board by indicating their willingness to do so each year at the Group AGM.

Assistant Section Leader

Delivery of a Balanced Programme:

- Support the delivery of a safe, exciting and stimulating Balanced Programme for the Section taking into account the needs, interests and abilities of the Young People.
- Support the safe delivery of the programme in accordance with the Policy, Organisation and Rules of The Scout Association.
- Ensuring that every young person in the Section has the opportunity to attend at least one night's away experience each year.
- Actively support and promote the achievement of badges and awards, in particular the Chief Scouts Award.
- Actively work with other adults in the Group to support and promote Group or multi-section activities and events.
- Agree how you can support the Section Leader to ensure regular opportunities are provided for young people to express their views on the programme and running on the Section, and that those views are taken into account (for example using Log Chews, Pack, Troop, Sixer or Patrol Leader forums, or any other method).
- Actively support the Section Leaders to promote the Moving On from Section to Section.

Operation of the Section

- Work with the Group Scout Leader, the Group Trustee Board and others to support recruiting and inducting appropriate Section Leaders, Assistant Leaders and Section Assistants.
- Agree responsibilities with the Section Leader(s), Assistant Section Leader(s), Section Assistants and parent helpers taking into account the development of the individual's leadership potential.
- Ensure accurate records are kept of the Young People in the Section in accordance with the Data Protection Act and pass these records to the Section Leader when the Young Person reaches the age to move up to the next Section.
- Regularly review the operation of the Section.
- Make and maintain good relationships with parents/carers of the Young People. This may include running a parent rota and/or inviting parents to support camps or other residential experiences.

Wider Group tasks:

- Follow the Group's financial procedures which must be in accordance with POR.
- Attend and contribute to relevant Group and District meetings. These may include meetings of the Group Council, Leaders'

Section Assistant

Delivery of a Balanced Programme:

- Running games and activities as part of weekly section meetings and other section events.
- Assisting young people to achieve badges and awards.
- Assisting with residential experiences for the section.
- Assisting the section with taking part in a varied, exciting and safe programme of activities.