

# **VOLUNTEER VACANCY PACK GROUP SCOUT LEADER**

# ABOUT SCOUTING



## WHO WE ARE

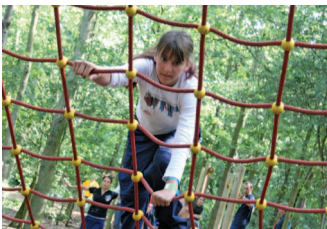
Every year we help 400,000 young people in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just young people who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more go to [www.scouts.org.uk](http://www.scouts.org.uk)



## VOLUNTEERING

Volunteering for us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people?



How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose, we'll make sure you're properly trained and supported.

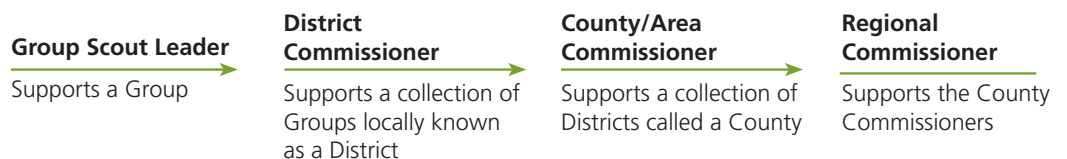
## WHO ARE YOU?

We're looking for someone with management skills or who wishes to enhance their management skills. Want to give something back to the community? As Group Scout Leader you will support and guide adults through their Scouting journey and ensure that young people locally can access the best possible Scouting.



## SCOUTING IN YOUR AREA

The line management structure in your area will be as follows:



These people have responsibility for a number of things – developing Scouting, ensuring safety, and that the policies of The Scout Association are upheld. They also manage and support adult volunteers in Scouting. For any adult in Scouting, their 'line manager' will always be a regular point of call for support.

Thank you for your interest in volunteering with The Scout Association. Contained in this pack is a role description and person specification for the role above. If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form at the end of the document and send it to the person named there. If you would like more information or an informal chat about the role please contact:

Name:  Phone:

Email:

## THE SCOUT INFORMATION CENTRE

T: 0845 300 1818  
 T (direct): 020 8433 7100  
 F: 020 8433 7103  
 E: [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)  
[www.scouts.org.uk](http://www.scouts.org.uk)

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# ROLE DESCRIPTION

## Group Scout Leader

Click to download:

The Key Policies  
The Yellow Card



### This vacancy is for

Name of Scout Group

Located

### This Group has

Number of sections

Number of youth members

Number of adults

The District Commissioner is

The County Commissioner is

### Purpose of the role

To manage and support the Scout Group and its leaders to ensure it runs effectively and develops in accordance with the rules and policies of The Scout Association.

#### Responsible to

District Commissioner (or Deputy if appropriate).

#### Appointment requirements

You must complete the relevant training (Wood Badge) within three years of taking the role. You must also be eligible for charity trustee status (as a member of the Group Executive Committee).

### Main responsibilities

- Ensuring that the Scout Group thrives and has the best systems in place to support Group development.
- Provide line management and support to the leaders and adult volunteers in the Group, including setting objectives and holding regular reviews and meetings.
- Ensure that a challenging, exciting and balanced programme is offered to young people in the Group.
- Work with key contacts to ensure that the District thrives and supports Groups.

Some of the tasks for which the Group Scout Leader is responsible may be delegated.

### Core tasks

#### Provide direction

- Lead by example to promote a co-operative culture of working.
- Create a vision for the development of the Group, with realistic goals and targets, which takes into account the strategic objectives of The Scout Association and the plans for your District.
- Develop a plan to implement, and regularly review this vision.
- Lead, inspire and motivate all adults volunteering in the Group.
- Ensure that everyone in the Group follows The Scout Association's policies and rules.

#### Work with people

- Develop good working relationships, based on Scout values, with adults in the Group and others in Scouting.
- Plan and ensure that suitable adults are recruited to work in appropriate roles.
- Support adults in the Group to develop by:
  - completing formal training requirements
  - learning on the job
  - trying new skills
  - and addressing problems affecting performance.

- Address conflict as it occurs and reduce the likelihood of it happening through good communication and other methods.
- Run effective leaders' meetings and participate fully in the Group Executive and District meetings.
- Ensure that adults 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 reassign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the local area.

### Achieve results

- Complete projects for which you are responsible to a pre-arranged standard.
- Satisfactorily resolve problems and issues raised by adult and youth members and by parents or carers of youth members.

### Use resources

- Manage the Group's budget as part of the Executive Committee.
- Work with the Executive Committee 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 Section Leaders and the Executive Committee to ensure that the Group has sufficient physical resources to support the programme.
- Work with adults and youth members to maximise the positive impact that the Group has on the environment.
- Make decisions about matters within the Group based on the best available information.
- Ensure that all adults in the Group are provided with correct information, in a timely and efficient manner.

### Manage your time and skills

- Ask other adult volunteers for feedback about how you carry out your role.
- Regularly check how you use your time and identify improvements so that you focus on the goals and priorities, as 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.

## Person specification

### Essential

- Ability to manage adults effectively.
- Excellent written and oral communication skills.
- Ability to provide effective advice and guidance to others.
- Ability to build, maintain and facilitate effective working relationships with a wide range of people.
- Ability to negotiate compromises.
- Ability to plan, manage and monitor own tasks and time.
- Ability to construct and implement long-term plans and identify any training, resources and other needs required for this work.
- Basic computer software knowledge.
- An understanding of the needs of adult volunteers.
- Flexible approach.
- Self-motivated.
- Able to work as part of a team and promote good teamwork.
- Resourceful, energetic and enthusiastic.
- Acceptance of the Fundamentals of Scouting.

### Desirable

- Understanding of working in the voluntary sector.
- Experience of working with young people and/or community work with adults.
- Experience of working in the Scout or Guide movement.

# Nomination form Group Scout Leader



If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form below.

Name of nominee	<input type="text"/>	
Address	<input type="text"/>	
Telephone	Daytime	Evening
	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	
Membership number (if appropriate and if known)	<input type="text"/>	

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description).

Please describe the relevant skills that this person has for the role (refer to role description).

Please outline why you felt motivated to complete the nomination/self-nomination.

Nominated by	<input type="text"/>	
Contact details (name, address, phone/mobile number, email)	<input type="text"/>	
Signature	<input type="text"/>	Date <input type="text"/>

Notes: 1. Please copy this blank form if making more than one nomination. 2. Self-nominations are welcome. 3. All nominations are dealt with in the strictest confidence.

This form should be returned to.....

The closing date for receipt of applications is .....(adding year is not compulsory.)