

VOLUNTEER VACANCY PACK DISTRICT SECRETARY

ABOUT SCOUTING



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 visit www.scouts-scotland.org.uk

Volunteering With Us



Volunteering with 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.

How You Can Help



We're looking for someone with excellent organisation and information management skills. Want to give something back to the community? As District Secretary you will provide support to the non-uniformed side of Scouting in the District, allowing grass-roots leaders to focus on working directly with young people rather than getting tied up with paperwork.

Up For The Challenge?



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 are the right person for this role, or if you know someone who might be, please complete the nomination/application form at the end of the document and return it to the address at the bottom of the form. If you would like more information or if you'd simply like to discuss the role please get in touch with:

Name: Phone:
Email:

Scottish Headquarters

Tel: 01383 419 073
Email: shq@scouts-scotland.org.uk
Web: www.scouts-scotland.org.uk
Facebook: www.facebook.com/scottish.scouts

Information Centre

Tel: 0845 300 1818
Email: info.centre@scouts.org.uk
Web: www.scouts.org.uk
Facebook: www.facebook.com/scoutassociation

ROLE DESCRIPTION

District Secretary

This vacancy is for

Name of Scout District	
Located	

This District has

Number of youth members	
Number of adults	

The District Commissioner is	
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Purpose of the role

The District Secretary is a key role which provides support to the non-uniformed and executive side of Scouting in the District.

Responsible to

District Chairperson

Main Contacts

Members of the District Executive, District Treasurer, District Commissioner, District Team, Regional Secretary

Appointment requirements

- Understand and accept The Scout Association's policies
- Satisfactory PVG clearance
- Completion of module 1 of the Adult Training Scheme
- Eligible for Charity Trustee status

Main Responsibilities

- To assist the District Chairperson in the effective operation of the District in accordance with Policy Organisation and Rules of The Scout Association with Scottish Variation applying.
- Responsible for the provision of sound administrative support and information to the District

Core Tasks

- Act as the secretary to the District Scout Council
- Act as the secretary to the District Executive Committee
- Work closely with and support the District Chairperson
- Work with Group Secretaries and ensure the completion of the District Annual Census return
- Maintain such records and lists of members and associate members for the efficient administration in the District and in particular maintain records within the National Membership Database.
- Maintain effective communication with the District Chairman and other members of the Executive Committee
- Be a full and active member of the District Executive Committee
- Ensure that documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe place, ensuring there is a full backup of all files stored electronically
- Provide sound administration in respect of the obligations according to Policy Organisation and Rules
- Work alongside the District Executive Committee in producing the Scout District Annual report
- Promote Scouting and be a liaison with external bodies

Person Specification

Should be able to demonstrate

- Good administrative skills
- Access to IT and knowledge of relevant software packages
- Good communication skills
- Good verbal and written presentation skills

Nomination and application form

District Secretary

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

Name of nominee or applicant		
Address		
Telephone	Daytime	Evening
Email		
Membership number		

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)

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Please describe the relevant skills that this person has for the role

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Please outline why you felt motivated to complete the nomination/application

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Please complete this section if you are nominating someone else for this role

Nominated by		
Address		
Telephone	Daytime	Evening
Membership number (if applicable)	Date	

This form should be returned to _____ by _____