

**VOLUNTEER**  
**VACANCY PACK**  
**GROUP SCOUT LEADER**

# 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](http://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 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 can access the best possible Scouting.



## 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](mailto:shq@scouts-scotland.org.uk)  
Web: [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)  
Facebook: [www.facebook.com/scottish.scouts](https://www.facebook.com/scottish.scouts)

### Information Centre

Tel: 0845 300 1818  
Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)  
Web: [www.scouts.org.uk](http://www.scouts.org.uk)  
Facebook: [www.facebook.com/scoutassociation](https://www.facebook.com/scoutassociation)

# ROLE DESCRIPTION

## Group Scout Leader

### This vacancy is for

Name of Scout Group	
Located	

### This Group has

Number of youth members	
Number of adults	

The District Commissioner is	
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### Purpose of the role

The Group Scout Leader is a key role which has responsibility for ensuring that adult leaders are fully supported in their work to provide a balanced and exciting programme to local young people.

The role also requires the right individual to:

- Provide leadership of Scouting in the Group
- Ensure that good quality Scouting is delivered to Young People
- Develop Scouting in the Group
- Promote and maintain the policies of The Scout Association
- Positively manage and support adults, defining role and responsibilities

### Responsible to

District Commissioner

### Responsible for

Section Leaders, Assistant Section Leaders, Sectional Assistants, Group Chairperson

### Main Contacts

Section Leaders and their leadership teams within the Group, District Commissioner, District Team, Group Executive, Group Sponsors (if applicable), parents and carers of young people within the Scout Group

### Appointment requirements

- Understand and accept The Scout Association's policies
- Satisfactory PVG clearance
- Completion of a Wood badge (training modules 1, 2, 4, 5-11, 21-25)
- Eligible for Charity Trustee status

### Main Responsibilities

- Ensure that the Group has an adequate number of 'fit and proper' adults working effectively together to meet the Scouting needs of the Group
- Ensure that all adults are adequately supported including induction, training, review and development
- Produce a Group Development Plan providing a vision and strategy that ensures the Scouting needs within the Group are met
- Resolve problems or disputes that occur within the Group
- Appoint a Group Chairman
- Manage a team of adults including regular meetings with the Group Leadership Team and Executive

## Core Tasks

### Manage a team of Section Leaders

- Appoint all Leaders in Group in consultation with others as appropriate
- Support Leaders in personal training, ensuring keeping of records and personal learning plans in consultation with Training Adviser
- Assist in development of “Section teams” and support effective team-working

### Work in partnership with Section Leaders

- Produce a Group Development plan
- Plan and co-ordinate support provided to Sections
- Ensure a Balanced Programme is delivered throughout the Group
- Ensure effective administration within the Group
- Annually review progress, standards and effectiveness of programmes
- Redefine future targets and tasks for development of Scouting in the Group
- Encourage inter-sectional activities and progression of members between sections
- Recruit and retain membership within the Group
- Arrange regular meetings with Section Leaders to discuss current issues
- Arrange regular visits to Sections to listen to views, note and share good practice.

### Work in partnership with the Group Executive

- Annually nominate the Group Chairperson
- Keep Executive advised of financial and other resource requirements
- Attend regular meetings of the Group Executive
- Keep parents and carers fully informed of activities within the Group

### Work in partnership with District Team

- Contribute to District Development Plan
- Maintain effective communication with District Team and any others whose support could assist the Group
- Represent District Commissioner within Group
- Represent Group at meetings with District Team
- Communicate views expressed arising from meetings with Section Leaders
- Produce an annual summary/review of Scouting in the Group
- Inform District of Group needs and issues
- Develop and maintain good working relationships and seek contacts both internal and external to Scouting within the Group and local community which will promote the Group and Scouting
- Show personal commitment to The Scout Association’s aims and training

## Person Specification

Should be able to demonstrate

- The ability to communicate (verbal and non-verbal) to a wide variety of audiences
- The ability to lead and manage a team
- Ability to deliver as promised
- Initiative
- Ability to motivate and enthuse others
- Scouting experience at a level which supports the above

# Nomination and application 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 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 \_\_\_\_\_