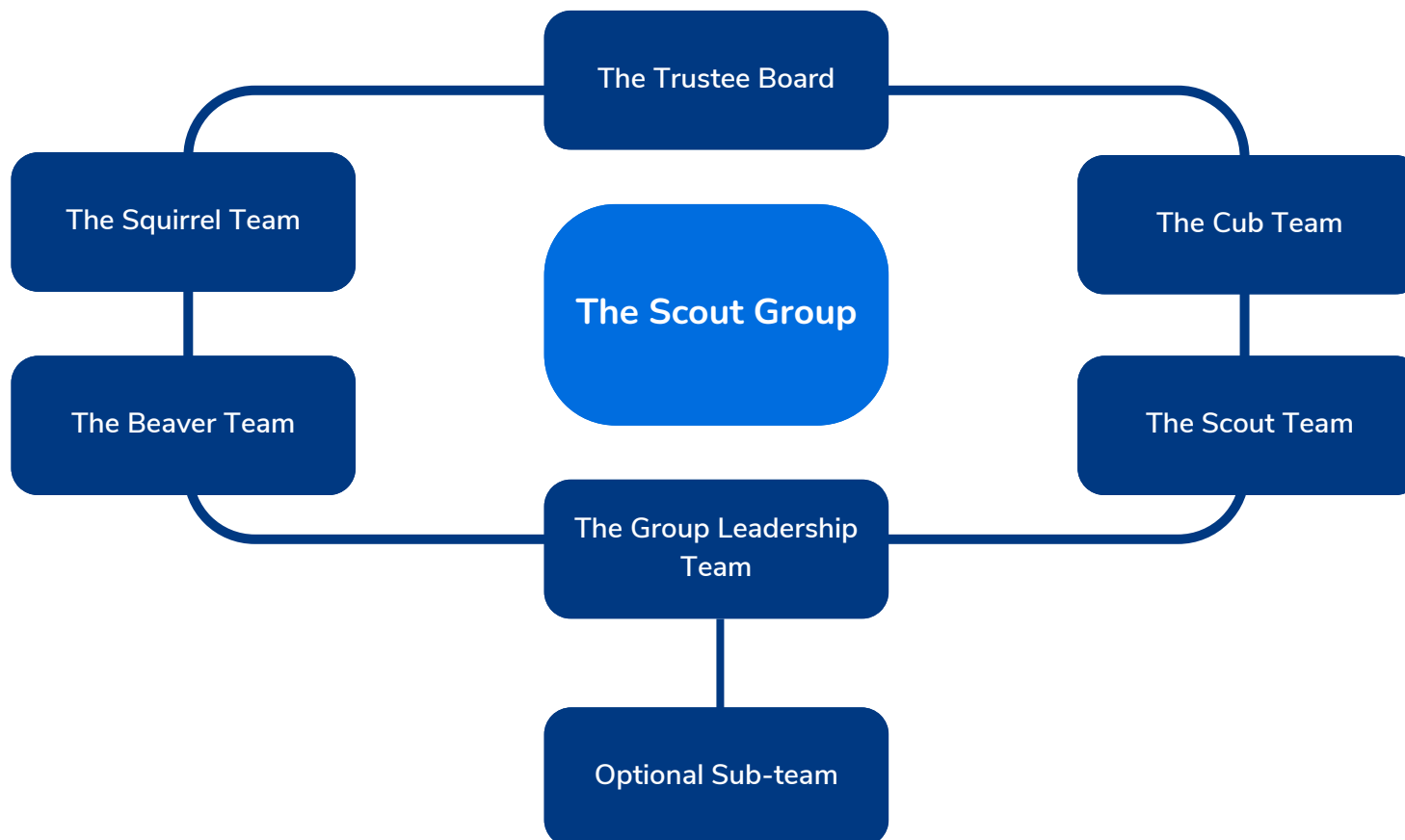


Group Team Descriptions

Scout Groups

The Group Team will comprise the Group Leadership Team, the Section Leadership Teams for Squirrels, Beavers, Cubs and Scouts and optional sub-teams.

The typical Group will look like this:



Group Team Descriptions

Team descriptions

A) The Section Team (Squirrels, Beavers, Cubs & Scouts)

Purpose	Who's in the team
<p>The Section Team plans, delivers, and runs high-quality programmes safely. They make sure all young people can take part in the programme and gain skills for life. They also help young people work towards their Top Awards.</p> <p>With a brilliant programme, each young person can make a positive impact in society as they step up, speak up, and find their place in the world.</p>	<p>Section Team Leader Section Team Member Young Leaders</p>
Tasks for the whole team	Tasks for one (or more) Team member(s)
<p>Plan and deliver a great programme</p> <ul style="list-style-type: none"> • Work with young people to plan and deliver a great programme, including nights away and adventurous activities. • Make good use of stakeholders in their community, including other Scout volunteers. • Make sure there's a great culture for volunteers and members: <ol style="list-style-type: none"> 1. Create a welcoming and accessible environment for volunteers. 2. Check volunteers behave positively and in line with Our Volunteering Culture. 3. Mentor volunteers in the team and help them develop, including Young Leaders. <p>Create a safe environment</p> <ul style="list-style-type: none"> • Check the programme can run safely. • Make sure adult:child ratios are always maintained and there's a volunteer-in-charge for each session. • Create and review risk assessments. • Check there are first aid kits or supplies for all activities. • Report and review safety and safeguarding incidents in the right way. 	<p>Make sure admin is done correctly</p> <ul style="list-style-type: none"> • Get contact and medical details for new members joining the Section. • Keep all records up to date, including badges, attendance register, contact details and the programme (as needed). • Communicate with others <p>Regularly chat with young people and parents/carers about the programme</p> <ul style="list-style-type: none"> • Keep social media channels up to date with the Section's activities (in line with the privacy policy). • Help young people move between Sections. <p>Look after finances</p> <ul style="list-style-type: none"> • Give the Group Trustee Board the information they need to set the budget. • Help with collecting membership fees and other payments, when required.

B) Optional Sub-teams

Purpose	Who's in the team
To support specific functions within the Group at the direction of the Group Leadership Team.	Any adult volunteer Current Group Scout Active Support units could be an optional sub team
Tasks for the whole team	Tasks for one (or more) Team member(s)
Support the Scout Group in the specific way to be determined by the Group Leadership Team.	Support the Scout Group (this list is not exhaustive and provides examples only) <ul style="list-style-type: none"> • Administrative support • Looking after Group property and equipment • Looking after Group owned campsites • Supporting Group events and nights away e.g. by providing catering • Supporting Group events by helping deliver the programme • Providing transportation

C) Group Leadership Team

Purpose	Who's in the team
<p>The Group Leadership Team helps volunteers across all Sections to work well together and feel motivated. They make sure the Group is respected and supported in their local community.</p>	<p>Group Lead Volunteer(s) Team Leaders of each Section Team Group Support Team Leader Other volunteers in the team are called Leadership Team Members.</p>
Tasks for the whole team	Tasks for one (or more) Team member(s)
<p>Support the Group's Sections Make sure:</p> <ul style="list-style-type: none"> The views and ideas of young people shape decisions in the Group and its Sections. Section Teams help young people feel welcome and included and make changes (when necessary) so activities are accessible for everyone. The demographics of young people and adults represent their local area. <p>Develop our volunteers</p> <ul style="list-style-type: none"> Work with volunteers to share skills between Sections. Make sure volunteers in the Group's teams fulfil their safety and safeguarding responsibilities, including keeping up-to-date with changes. With support from the District appoint a buddy/supporter for new volunteers in the Scout Group 	<p>Support the Group's Sections</p> <ul style="list-style-type: none"> Make sure the Group Leadership Team runs smoothly. Work with the District 14-24 Team to make sure there are Young Leaders in all the Group's Section Teams. Help Section Teams work well, using Quality Programme Checkers where needed. <p>Develop our volunteers</p> <ul style="list-style-type: none"> Champion Our Volunteering Culture, so Team Members are aware of, reflect on, commit to and apply it. Support all volunteers to grow and gain the skills they need (or would like). Make sure all Group teams follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts. With support from the District, make sure volunteers are doing what's expected of them, including learning and having disclosure checks. <p>Engage with the community</p> <ul style="list-style-type: none"> Create and look after relationships outside Scouts to help deliver the programme and recruit adults and young people. This could include local community leaders, other youth groups, volunteer recruitment agencies, and local media and social media outlets. <p>Open new provision</p> <ul style="list-style-type: none"> Work with District Teams to open new Sections. <p>Manage incidents</p> <ul style="list-style-type: none"> Make sure all incidents are reported in the right way. Handle Subject Access Requests and personal data breaches. Look after complaints informally (as described in the Complaints Policy) to stop them escalating. Work with other volunteers to respond to safety, safeguarding, and data incidents, and complaints. <p>Support effective processes Oversee:</p> <ul style="list-style-type: none"> The payment of invoices and volunteer expenses. Enquiries from new volunteers and new members, waiting lists, and the movement of young people between Sections. Equipment owned by the Group. Meeting places (whether they're rented, leased, or owned). Supplies of uniform, including badges and clothing. First aid kits and accident forms for all Sections and meeting places. Membership system records for volunteers and young people, making sure they're correct and up to date. Group social media platforms. <p>Allocated tasks</p> <ul style="list-style-type: none"> Group website and emails. If there are staff in the Group, make sure they're properly managed and recognised.