

# Roles Handout



... for the future

## Introduction

Within Explorer Scouts and the Scout Network there are number of new adult roles available and some that will cease to exist. There are also many existing roles that will be changing. Listed below are the roles that will be changing when the new programme is implemented locally and a short summary of the changes.

## Changed Roles

### **Beaver Scout Leader**

May need to work with Young Leaders

### **Cub Scout Leader**

May need to work with Young Leaders

### **Scout Leader**

May need to work with Young Leaders

Needs to make contact with District Explorer Scout Administrator

Needs to be able to discuss provision/options with their Scouts

Needs to work with District Explorer Scout Commissioner on moving on awards

### **Venture Scout Leader**

Will cease to exist...(following the 31<sup>st</sup> December 2003 or when the new programme is started locally)

Needs to reflect on and take up new Scouting challenges...

### **Group Scout Leader**

Will only be operationally responsible for the Beaver Scout, Cub Scout and Scout Sections.

Needs to support the new scheme and work with the District Commissioner to ensure Explorer Scouting is successful

Needs to support young people in their Group in moving on

### **Assistant District Commissioner (Scouts)**

Needs to work with District Explorer Scout Commissioner

Needs to understand options available to Scouts in their District

Needs to be able to support the Scout Leader in operation of the new scheme

### **Assistant District Commissioner (Venture Scouts)**

Will cease to exist...(following the 31<sup>st</sup> December 2003 or when the new programme is started locally)

Needs to reflect on and take up new Scouting challenges...

### **District Commissioner**

Is responsible for implementation of the new scheme in their District

Needs to support new scheme in their District

### **Assistant County Commissioner (Scouts)**

Needs to support linking aspects of the new scheme

### **Assistant County Commissioner (Venture Scouts)**

Will cease to exist...(following the 31<sup>st</sup> December 2003 or when the new programme is started locally)

Needs to reflect on and take up new Scouting challenges...

### **County Commissioner**

Is responsible for implementation of the new scheme in their County

Needs to support new scheme in their County

### **New Roles**

The adult roles in Explorer Scouts and the Scout Network will be considerably different to those in the Scout or Venture Scout Sections. In particular, the roles of District Explorer Scout Commissioner and County/Area Scout Network Commissioner will be key to the success of the new Sections locally.

Sample job descriptions have been prepared for the new roles available, and they should be considered carefully before people are appointed. For most of the roles, the main tasks are broken down into four parts: Programme, Management, Communications and Personal Training.

The sample job descriptions are listed on the following pages.

### **Need Further Help or Advice?**

Contact:

The Programme Team

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## District Explorer Scout Commissioner

- Responsible to:** District Commissioner
- Responsible for:** District Explorer Scout Administrator  
Unit Leaders  
District Explorer Scout Leaders
- Main Contacts:** District Commissioner  
District Administrator  
Group Scout Leaders within the District  
Scout Leaders within the District  
Explorer Scout Leaders within the District  
ACC/AAC (Explorer Scouts)  
Other District Explorer Scout Commissioners  
County Scout Network Commissioners  
County/Area Duke of Edinburgh's Award Adviser  
Local contacts in other Youth Organisations
- Job Summary:** Responsible to the District Commissioner for the management of Explorer Scouting in the District

### Main Tasks:

#### PROGRAMME

- ❖ Ensure that opportunities are available for all youth members to complete activities from each of the Programme Zones.
- ❖ Ensure that Awards are assessed appropriately.
- ❖ Link with the County/Area Duke of Edinburgh's Award Adviser.

#### MANAGEMENT

- ❖ Ensure the effective operation of the District Explorer Scout Meeting and District Explorer Scout Committee.
- ❖ Ensure that young people are involved in the management of the Section and that they are trained in order to participate fully in the management.
- ❖ Work with the Explorer Scout Leaders in the District to ensure that every Explorer Scout has an allocated mentor.
- ❖ Manage the team of Unit Leaders, District Explorer Scout Leaders and District Administrator to ensure that they fulfil their job descriptions.
- ❖ Ensure recruitment and induction of adults working in the Explorer Scout Section in the District and support their training.

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### ***District Explorer Scout Commissioner continued***

- ❖ Together with the District Commissioner, on a regular basis, review the number and distribution of Units to ensure that it is appropriate for the numbers/locations of potential members in the District.
- ❖ Support new Units in their development and agree with members their reallocation to other Units when the closure of a Unit is necessary.
- ❖ Formulate, update and implement a Development Plan for the District Explorer Scout Section to encourage growth of the Section.
- ❖ Manage the moving on process to maximise retention of members from the Scout Section to Explorer Scouts and Explorer Scouts to The Scout Network.
- ❖ Ensure that the District Explorer Scout Section is appropriately funded.
- ❖ Ensure every Unit has a Partnership Agreement with a Group, the District or other partnership body.
- ❖ Ensure that all Partnership Agreements are ratified by the District Executive Committee and lodged with the District Explorer Scout Administrator.

#### **COMMUNICATIONS**

- ❖ Ensure effective communication between the District and its Members and potential members aged 13-18.
- ❖ Ensure the register of Members is kept up to date.
- ❖ Ensure communication between the Units and the District.
- ❖ Ensure effective links between the Scout Troops and the Units including contact between Scout Leaders and Unit Leaders.
- ❖ Develop and maintain a positive image of the Section locally, both inside and outside of Scouting.
- ❖ Ensure effective communication between Units and the Group/s where a Partnership Agreement exists.

#### **TRAINING**

- ❖ Undertake training appropriate to the role

#### **Member of the following committees:**

- ❖ District Scout Council
- ❖ District Team
- ❖ County/Area District Explorer Scout Commissioners Meeting
- ❖ District Unit Leaders Meeting
- ❖ District Explorer Scout Meeting
- ❖ District Explorer Scout Committee

## Explorer Scout Leader



- Responsible to:** District Explorer Scout Commissioner
- Responsible for:** Other members of the Unit Leadership Team  
e.g. Assistant Explorer Scout Leaders, Helpers and Instructors.
- Main Contacts:** District Explorer Scout Commissioner  
District Explorer Scout Leaders  
District Explorer Scout Administrator  
Other Explorer Scout Leaders  
County/Area Duke of Edinburgh's Award Adviser  
Group Scout Leader(s) or other partner body  
Scout Leaders in the District  
Activity Advisers  
Local Contacts in other Youth Organisations
- Job Summary:** To lead, manage and develop the Unit and each of its youth and adult members.

### Main Tasks:

#### PROGRAMME

- ❖ Ensure a full programme is developed and delivered in conjunction with the District Explorer Scout Commissioner.
- ❖ In conjunction with the District Explorer Scout Commissioner, carry out assessment of Awards.
- ❖ Strongly encourage participation by members in the Award scheme.
- ❖ Ensure each member completes a Certificate of Achievement annually.
- ❖ Encourage members to take part in the Unit and District programmes.

#### MANAGEMENT

- ❖ Ensure all Unit members are aware of appropriate safety rules and welfare issues and that Unit members should minimise risks to themselves and others.
- ❖ Manage the recruitment of Unit members and ensure that the moving on process from the Scout Section is implemented effectively.
- ❖ Manage the moving on process to maximise retention of members into the appropriate local Scout Network.
- ❖ Ensure that each Unit member has an assigned mentor from the Unit leadership team.

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### ***Explorer Scout Leader continued***

- ❖ Ensure young people participate in the management of the Unit and the District Explorer Scout provision.
- ❖ Ensure young people receive training in order to participate fully in the management of the Section.
- ❖ Agree budgeting and funding arrangements with the District Explorer Scout Commissioner.
- ❖ In conjunction with the District Explorer Scout Commissioner, promote adult training among Assistant Leaders, helpers and instructors in the Unit.
- ❖ Maintain the records of all Unit members.

#### **COMMUNICATIONS**

- ❖ Develop and maintain links with the Group Scout Leader, District or other partner,
- ❖ Develop and maintain links with main contacts including local Scout Leaders, District Explorer Scout Commissioner and District Explorer Scout Administrator.
- ❖ Assist the District Explorer Scout Leader in promoting Explorer Scouts, both inside and outside of Scouting.
- ❖ Advise the District Administrator of changes of membership of the Unit.

#### **TRAINING**

- ❖ Undertake training appropriate to the role

#### **Member of the following committees:**

- ❖ Executive Committee, Group Leaders Meeting or other forum of the partner body
- ❖ District Unit Leaders Meeting
- ❖ District Explorer Scout Meeting
- ❖ Unit Management Structure – any Unit committee that is set up.



## District Explorer Scout Administrator

**Responsible to:** District Explorer Scout Commissioner

**Responsible for:** none

**Main Contacts:** District Explorer Scout Commissioner  
District Secretary  
Group Scout Leaders  
Unit Leaders  
County/Area Scout Network Administrator  
Scout Leaders

**Job Summary:** To maintain and keep up to date the District Explorer Scouts administration.

### **Main Tasks:**

- ❖ Maintain and keep up to date records of all members of Explorer Scouts by liaising with Unit Leaders.
- ❖ Maintain records of potential members of the Scout Section over the age of 13.
- ❖ Pass on records of Members aged 17 to the County/Area Scout Network Administrator.
- ❖ Maintain records of any other process delegated by the District Explorer Scout Leader.
- ❖ Pass data relating to the census to the District Secretary.
- ❖ Maintain records of Partnership Agreements.
- ❖ Ensure that District Explorer Scout records comply with the Data Protection Act 1998.

### **Member of the following committees:**

- ❖ District Unit Leaders Meeting
- ❖ District Explorer Scout Meeting.

## District Young Leaders Unit Leader



<b>Responsible to:</b>	District Explorer Scout Commissioner
<b>Responsible for:</b>	Other members of the Young Leaders Unit Leadership e.g. Assistant Explorer Scout Leaders, Helpers and Instructors
<b>Main Contacts</b>	Young Leaders Unit Leaders  District Explorer Scouts Administrator  Section Leaders who have Young Leaders working with them  Assistant District Commissioner (Adult Training)
<b>Job Summary</b>	To lead, manage and develop the Young Leaders Unit, and each of its youth and adult members.

### **Main Tasks:**

#### **PROGRAMME**

- ❖ Ensure a full programme is developed and delivered in conjunction with the District Explorer Scout Commissioner.
- ❖ In conjunction with the District Explorer Scout Commissioner, carry out assessment of Awards.
- ❖ Strongly encourage participation by members in the Award scheme.
- ❖ Ensure each member completes a Certificate of Achievement annually.
- ❖ Encourage members to take part in the Unit and District programmes.

#### **MANAGEMENT**

- ❖ Ensure all Unit members are aware of appropriate safety rules and welfare issues and that Unit members should minimise risks to themselves and others.
- ❖ Manage the recruitment of Unit members and ensure that the moving on process from the Scout Section is implemented effectively.
- ❖ Manage the moving on process to maximise retention of members into the appropriate local Scout Network.
- ❖ Ensure that each Unit member has an assigned mentor from the Unit leadership team.
- ❖ Ensure young people participate in the management of the Unit and the District Explorer Scout provision.
- ❖ Ensure young people receive training in order to participate fully in the management of the Section.
- ❖ Agree budgeting and funding arrangements with the District Explorer Scout Commissioner.
- ❖ In conjunction with the District Explorer Scout Commissioner, promote adult training among Assistant Leaders, helpers and instructors in the Unit.
- ❖ Maintain the records of all Unit members.
- ❖ Provide support to Section Leaders in the management of the Young Leaders working in their Section.

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### ***District Young Leaders Unit Leader continued***

#### **COMMUNICATIONS**

- ❖ Develop and maintain links with the Group Scout Leader, District or other partner,
- ❖ Develop and maintain links with main contacts including local Scout Leaders, District Explorer Scout Commissioner and District Explorer Scout Administrator.
- ❖ Assist the District Explorer Scout Leader in promoting Explorer Scouts, both inside and outside of Scouting.
- ❖ Advise the District Administrator of changes of membership of the Unit.

#### **TRAINING**

- ❖ Undertake training appropriate to the role.
- ❖ Hold, or be working towards, a certificate of Presenting Competency. (If wishing to deliver training courses.)
- ❖ Ensure access for Young Leaders to a Getting Started course in their first three months of membership of the Young Leaders Unit.
- ❖ Ensure access to other training opportunities for Young Leaders.

#### **Member of the following committees:**

- ❖ District Unit Leaders Meeting
- ❖ District Explorer Scout Meeting
- ❖ Unit Management Structure – any Unit committee that is set up.

## County/Area Scout Network Commissioner



- Responsible to:** County/Area Commissioner
- Responsible for:** County/Area Scout Network Administrator  
County/Area Scout Network Leaders  
County/Area Scout Network Instructors/Helpers
- Main Contacts:** County/Area Commissioner  
County/Area Administrator  
County/Area Scout Network Leaders  
District Explorer Scouts Commissioners  
Assistant County Commissioner/Assistant Area  
Commissioner (Explorer Scouts)  
District Commissioners  
National Commissioner for Scout Network  
Appropriate Headquarters staff  
Other County/Area Scout Network Commissioners  
County/Area Duke of Edinburgh's Award Adviser  
Local Contacts in other Youth Organisations
- Job Summary:** Responsible to the County/Area Commissioner for the management of the Scout Network in the County/Area

### **Main Tasks:**

#### **COMMUNICATIONS**

- ❖ Ensure effective communication between the County/Area and it's members and potential members aged 17½-25.
- ❖ Ensure the register of members is kept up to date.
- ❖ Ensure communication between the Members of the County/Area Scout Network provision and the County/Area Committee.
- ❖ Ensure effective links between Explorer Scouts and the local Scout Networks including contact between Explorer Scouts Unit Leaders and County/Area Scout Network Leaders.
- ❖ Develop and maintain a positive image of the Section locally, both inside and outside of Scouting.
- ❖ Ensure effective communication between local Networks and the Districts/other bodies they work with.

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## ***County/Area Scout Network Commissioner continued***

### **PROGRAMME**

- ❖ Ensure that opportunities are available for all members to complete activities in all the Programme Zones.
- ❖ Ensure that Awards are assessed appropriately and consistently.
- ❖ Link with the County/Area Scout Duke of Edinburgh's Award Adviser.

### **MANAGEMENT**

- ❖ Ensure the effective operation of the County/Area Scout Network Conference and County/Area Scout Network Committee.
- ❖ Ensure that young people are involved in the management of the Section and that they are trained in order to participate fully in that role.
- ❖ Manage the team of County/Area Scout Network Leaders to ensure that they fulfil their job descriptions.
- ❖ Ensure recruitment and induction of County/Area Scout Network Leaders and support their training.
- ❖ Ensure an appropriate number and distribution of local Scout Networks in consultation with the County/Area Commissioner.
- ❖ Ensure that the Scout Network in the County/Area is appropriately funded.
- ❖ Ensure growth of the Section and retention of members from Explorer Scouts to Scout Network and Scout Network to other appointments and opportunities by managing the moving on process.

### **TRAINING**

- ❖ Undertake training appropriate to the role.

### **Member of the following committees:**

- ❖ County/Area Team
- ❖ Member of County/Area Scout Network Conference and County/Area Scout Network Committee.

## County/Area Scout Network Administrator



**Responsible to:** County/Area Scout Network Commissioner

**Responsible for:** none

**Main Contacts:** County/Area Scout Network Commissioner  
County/Area Secretary  
District Explorer Scout Administrators

**Job Summary:** To maintain and keep up to date the County/Area Scout Network records.

### **Main Tasks:**

- ❖ Maintain and keep up to date records of all members of Scout Network.
- ❖ Maintain records of potential members and Explorer Scouts over the age of 17.
- ❖ Maintain records of any other process delegated by the County/Area Commissioner.
- ❖ Pass data relating to the census to the County/Area Secretary.
- ❖ Ensure that County/Area Scout Network records comply with the Data Protection Act 1998.

### **Member of the following committees:**

None.

## Scout Network Co-ordinator



**Responsible to:** County/Area Scout Network Commissioner

**Responsible for:** none

**Main Contacts:** County/Area Scout Network Commissioner  
County/Area Scout Network Administrator  
Other Scout Network Co-ordinators  
County/Area Duke of Edinburgh's Award Adviser  
District Commissioners  
Local Explorer Scout Leaders  
Activity Advisers  
Local Contacts in other Youth Organisations

**Job Summary:** To co-ordinate the management of the local Network as part of the overall County/Area Network.

### **Main Tasks:**

#### **PROGRAMME**

- ❖ Ensure a full programme is developed and delivered in conjunction with the County/Area Scout Network Commissioner.

#### **COMMUNICATIONS**

- ❖ Develop and maintain links with the local District Commissioner(s) or other partners, local Explorer Scout Leaders, County/Area Scout Network Commissioner and County/Area Scout Network Administrator.
- ❖ Advise the County/Area Administrator of changes of membership of the Network.

#### **Member of the following committees:**

- ❖ Executive Committee/ Leaders Meeting of partner body (if appropriate)
- ❖ County/Area Scout Network Conference
- ❖ County/Area Scout Network Committee
- ❖ Local Network Management Structure – any Network committee that is set up.