

# Role description for a ... Scout Leader



Item Code FS330060 Date May/04 Edition no 1

**0845 300 1818**

**Title:** Scout Leader

**Outline:** Manage and lead the operation of the Scout Section. In particular, the planning and delivery of the Balanced Programme to the Section, with the help of Assistant Scout Leaders, Troop Assistants, Young Leaders and members of the Scout Fellowship

**Responsible for:** Scouts within the Troop, Assistant Scout Leaders, Troop Assistants, Young Leaders whilst they are working in the Troop and any other adult involved in the delivery of the Programme

**Responsible to:** Group Scout Leader

**Main Contacts:** Scouts, parents / carers of the Scouts, Assistant Scout Leaders, Troop Assistants, other Section Leaders within the Group, Assistant District and County / Area Commissioners (Scouts), District Explorer Scout Commissioner (DESC), District Explorer Scout Administrator (DESA), Explorer Scout Leader (Young Leaders), Young Leaders, Group Executive Committee members, Sponsors of the Group

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

Main "General" Tasks	"Specific" Tasks Agreed with the GSL
<ul style="list-style-type: none"> <li>Delivering a Balanced Programme for the Scout Section taking into account needs interests and abilities of the Scouts within their Troop</li> </ul>	
<ul style="list-style-type: none"> <li>Agree responsibilities with Assistant Scout Leaders, taking into account when appropriate, the development of the individual's leadership potential</li> </ul>	
<ul style="list-style-type: none"> <li>The appointment of Troop Assistants with the approval of the Group Scout Leader</li> </ul>	
<ul style="list-style-type: none"> <li>Agree responsibilities with Troop Assistants, taking into account when appropriate, the development of the individual's leadership potential</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules (POR) that govern meetings, events, and other adventurous activities and the Young People First initiative</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure that every member of the Troop has the opportunity to attend at least one Patrol or Troop residential experience each year</li> </ul>	

**The Scout Information Centre**

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

<ul style="list-style-type: none"> <li>Actively co-operate with the District Explorer Scout Commissioner and Administrator to promote the Moving On award</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for the provision of the Moving On Award for Cub Scouts working closely with the Cub Scout Leader(s)</li> </ul>	
<ul style="list-style-type: none"> <li>Actively support and promote with other Leaders of the Group the achievement of the Group Awards</li> </ul>	
<ul style="list-style-type: none"> <li>Follow the Groups financial procedures which must be in accordance with POR</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure accurate records are kept of the Scouts in the Troop, including home contact and medical details as well as the residential experiences and activities they attend and the awards and badges that they earn. All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the DESA when the Scout reaches the age of 13 or prior to moving onto Explorer Scouts</li> </ul>	
<ul style="list-style-type: none"> <li>Attend meeting of the Group Council, and the Group Executive Committee as well as meetings of leaders at Group and District level</li> </ul>	
<ul style="list-style-type: none"> <li>To carry out self review</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure regular opportunities are provided for Troop Forums in order to ensure that the Scouts' views and opinions can be considered</li> </ul>	
<ul style="list-style-type: none"> <li>Work with Training Adviser to complete Adult Training</li> </ul>	
<ul style="list-style-type: none"> <li>Make and retain relationships with parents / carers of the Scouts</li> </ul>	