

Note for reviewers: when shared with the wider movement, this will be presented as a web page. To keep the page short and focused, key items will be contained within expanding boxes such as the below. Practical items such as links to other pages/documents will be added later. Some elements may also be made available in pdf format.

|  |   |
|--|---|
| Step 1. Understanding the process          | + |
| Step 2. What to do before you get together | + |

## How our volunteers work together in Scouts

People work best as members of purposeful teams. A purposeful team will contain a mixture of skills and attributes to achieve a common and shared purpose.

Each team will have:

- A clear purpose
- Clear outcomes
- The flexibility to suit local needs

With such clarity of purpose, individual volunteers will be aware of their contribution to delivering the team’s purpose as well as embracing Our Volunteering Culture in appropriate ways.

For ease of reading, the outcomes for each team are not included in its team description. They will be available separately and we envisage them being used for a longer-term self-review of how well the team is doing.

There are two types of tasks within a team:

1. **Tasks for the whole team** – All team members take part in these tasks and must have, or develop, the skills associated with these tasks.
2. **Allocated Tasks** – The Team Leader ensures that one or more team members has responsibility and the skills, for each of these tasks

As an example:

| Team 1                    | Tom | Mita | Gary | Hannah | Arnold |
|---------------------------|-----|------|------|--------|--------|
| Team Leader               |     |      |      | ✓      |        |
| Task for the whole team 1 | ✓   | ✓    | ✓    | ✓      | ✓      |
| Task for the whole team 2 | ✓   | ✓    | ✓    | ✓      | ✓      |
| Task for the whole team 3 | ✓   | ✓    | ✓    | ✓      | ✓      |
| Allocated Task 1          |     | ✓    |      | ✓      |        |
| Allocated Task 2          |     |      |      |        | ✓      |
| Allocated Task 3          | ✓   | ✓    |      |        |        |
| Allocated Task 4          |     |      | ✓    |        |        |
| Allocated Task 5          |     |      |      |        | ✓      |

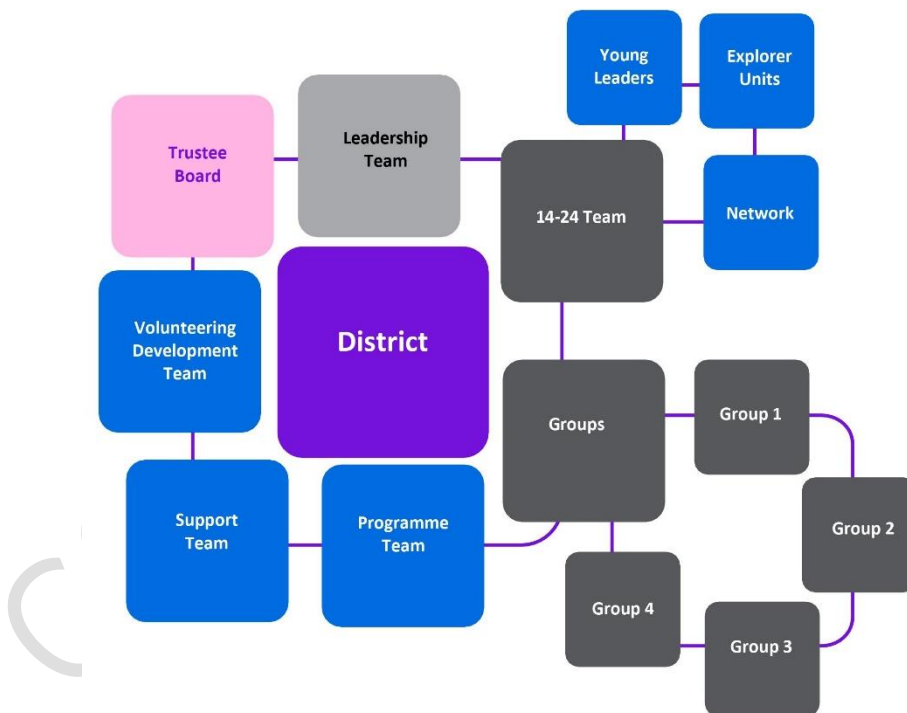
# How we organise our Districts

The Scout District provides volunteer development, programme enhancement and operational support to all teams in the District. It does this through the teams outlined below. The 'Team Leader' of each team, alongside each Group Scout Leader within the District, together form the District Leadership Team.

- Leadership Team
- 14-24 Team
- Programme Team
- Volunteering Development Team
- District Support Team

The Trustee Board provides charity governance for the District.

Whilst each District will have these teams, how they look and operate will need to vary to suit local situations. Some Districts will find it helpful to use sub-teams to give specific focus to a collection of the team (e.g. a climbing sub-team of the Programme Team, a campsite service sub-team of the Support Team, etc.). In addition, multiple Districts can share some functions or teams. In this case, the relevant District Leadership Teams are accountable for ensuring that the purpose and outcomes of the teams are met.



# District Leadership Team

| Purpose  |
|--|
| <p>Provide leadership and inspiration to volunteers (and, if appropriate, staff members), and ensures District teams are fully developed, organised and focussed on supporting programme delivery.</p> |

| Membership  |
|---|
| <ul style="list-style-type: none"> <li>District Commissioner</li> <li>All Group Scout Leaders</li> <li>Leadership Team Members</li> <li>14-24 Team Leader</li> <li>Programme Team Leader</li> <li>Volunteering Development Team Leader</li> <li>Support Team Leader</li> <li>Team Leaders of any sub-teams of the District Leadership Team</li> </ul> |

| Tasks   |   |
|---|---|
| Tasks for the whole team  | Allocated Tasks   |
| <ol style="list-style-type: none"> <li>1. Ensure teams across the District are youth-shaped, inclusive and representative of the demographics of the local population.</li> <li>2. Ensure District teams are operating effectively, working together and meeting their outcomes.</li> </ol> | <ol style="list-style-type: none"> <li>1. Ensure recruitment and succession planning are in place so that Team Leader, Incident Management and Trustee Board officer positions in the District are filled.</li> <li>2. In partnership with the District Volunteering Development Team, ensure each member of the District Leadership Team is well-supported.</li> <li>3. Keep itself current with requirements for data, safety and safeguarding. This should involve processing updated rules and guidance, and ensuring relevant topics are discussed in Trustee Board meetings.</li> </ol> |

# District 14-24 Team

## Purpose

Help all volunteers within the Explorer Scout, Young Leader and Scout Network sections to work together to plan and deliver high-quality programmes.

## Membership

- 14-24 Team Leader
- 14-24 Team Members
- Team Leaders of each Explorer Scout, Young Leaders, and Scout Network section in the District
- Team Leaders of any sub-teams of the District 14-24 Team

## Tasks

| Tasks for the whole team   | Allocated Tasks   |
|--|---|
| <b>Supporting the Explorer Units and Network</b>   |   |
| <ol style="list-style-type: none"> <li>1. Ensure the views and ideas of young people shape and inform the decisions within the 14-24 Team and its Sections.</li> <li>2. Work with Section Teams to ensure young people feel welcome, included and activities are accessible to all, making reasonable adjustments to support this.</li> <li>3. Ensure the demographics of young people and adults is representative of the local area.</li> <li>4. Ensure all Scouts in the District reaching 14 years old can join Explorers.</li> <li>5. Ensure all Explorers in the District reaching 18 years old can join Network, adult volunteering, or both.</li> <li>6. Help Network members to volunteer with Scouts.</li> </ol> | <ol style="list-style-type: none"> <li>1. Ensure the effective and smooth running of the 14-24 Team and the Sections within it.</li> <li>2. Work with the Group and Section Teams to ensure there are Young Leaders in all Squirrel, Beaver, Cub and Scout Teams.</li> <li>3. Help Section Teams to produce and maintain quality risk assessments.</li> </ol> |
| <b>Developing our Volunteers</b>   |   |
| <ol style="list-style-type: none"> <li>1. Work with volunteers to share skills between Sections.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Ensure "Our volunteering culture" is effectively utilised across the 14-24 Team.</li> <li>2. Help all volunteers to gain the skills they need.</li> <li>3. Contribute to safe adult recruitment, review and exiting processes.</li> </ol>   |

|   |  |
|---|--|
|   | <ol style="list-style-type: none"> <li>4. Ensure volunteers meet relevant mandatory requirements, such as learning, disclosure checks, etc.</li> <li>5. Ensure effective training and support for Young Leaders is in place.</li> </ol>  |
| <b>Engaging with the Community (where not provided by the District Support Team)</b>    |  |
|   | <ol style="list-style-type: none"> <li>1. Develop external relationships to support the delivery of the programme and the recruitment of adults and young people.</li> </ol>   |
| <b>Enabling New Provision</b>   |  |
|   | <ol style="list-style-type: none"> <li>1. Work with other District teams to open new Sections.</li> </ol>  |
| <b>Managing Incidents</b>   |  |
|   | <ol style="list-style-type: none"> <li>1. Ensure all incidents are reported appropriately.</li> <li>2. Informally manage complaints (as described in the Complaints Policy) to prevent escalation where possible</li> <li>3. Engage with the District Incident Management Team where required.</li> </ol>  |
| <b>Supporting Effective Processes (where not provided by the District Support Team)</b> |  |
|   | <ol style="list-style-type: none"> <li>1. Maintain relationship with Groups.</li> <li>2. Manage joining enquiries, waiting lists, new member intakes and movements between Sections.</li> <li>3. Manage equipment owned by the 14-24 Sections.</li> <li>4. Manage meeting venues (whether rented, leased or owned).</li> <li>5. Manage supplies of uniform items, such as badges and clothing.</li> <li>6. Manage First Aid kits and Accident Forms for all Sections and meeting places.</li> <li>7. Maintain accurate records on membership systems for volunteers and young people.</li> <li>8. Manage 14-24 social media platforms.</li> <li>9. Complete the District 14-24 annual census returns.</li> </ol> |

# District Volunteering Development Team

## Purpose

Ensure all volunteers within the District have a quality volunteering experience, making it easy for people to join and learn new skills.

## Membership

- Volunteering Development Team Leader
- Volunteering Development Team Members
- Team Leaders of any sub-teams of the District Volunteering Development Team

## Tasks

| Tasks for the whole team   | Allocated Tasks  |
|--|--|
| <p>1. Ensure that “Our volunteering culture” is effectively embedded across the District and its Groups.</p> | <p><b>Attract and welcome new volunteers to District and Group teams</b></p> <ol style="list-style-type: none"> <li>1. Use Scouts branded resources to attract new volunteers.</li> <li>2. Respond promptly and positively to all new volunteer enquiries.</li> <li>3. Ensure that an accessible and consistent welcoming experience is available</li> <li>4. Carry out inductions with Group Scout Leaders and other members of the District Leadership Team.</li> </ol> <p><b>Ensure volunteers are well-supported</b></p> <ol style="list-style-type: none"> <li>5. Provide support to District Team Leaders (including Group Scout Leaders) to carry out regular informal and formal reviews with volunteers in their teams, to ensure a positive volunteering experience and provide support.</li> <li>6. Signpost learning experiences for volunteers in the District and its Groups.</li> <li>7. Provide volunteers with the guidance and support they need to engage in the learning relevant to them.</li> <li>8. Facilitate learning across the district – e.g. through organising networks, workshops, sharing of best practices and challenges.</li> </ol> |

9. Arrange learning from external sources that would be helpful to volunteers.

10. (Transition tasks – delivering and validating modules until replaced)

**Ensure volunteers are recognised**

11. Ensure volunteers are appropriately recognised and appreciated, formally and informally.

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# District Programme Team

## Purpose

Ensure that every Section in the District is providing a safe, fun, enjoyable and high-quality programme. It does this by bringing Section Leaders together with activity experts.

## Membership

- Programme Team Leader
- Programme Team Members
- Team Leaders of any sub-teams of the District Programme Team

## Tasks

| Tasks for the whole team  | Allocated Tasks  |
|---|--|
| <p>1. Help Sections across the District to operate effectively and work together.</p> | <p><b>Help Section Teams to run high-quality programmes themselves</b></p> <ol style="list-style-type: none"> <li>1. Facilitate networking and peer support amongst Section Teams from all Groups.</li> <li>2. Promote and support the adoption of all programme-related changes e.g. new badges and activities.</li> <li>3. Promote access to international trips and activities for all Sections.</li> <li>4. Support and promote the inclusion of residential activities, helping more volunteers to achieve their Nights Away Permits.</li> <li>5. Work with the Volunteering Development Team to ensure all Section Teams can access relevant learning to support a quality programme.</li> </ol> <p><b>Provide Section Teams with access to specialist expertise</b></p> <ol style="list-style-type: none"> <li>6. Ensure skilled people are available to support Sections' programmes in areas where they may not have expertise themselves.</li> <li>7. Ensure access to a broad range of adventurous activities, whether through permit holders or external providers.</li> </ol> <p><b>Manage District approval for selected activities and permits</b></p> <ol style="list-style-type: none"> <li>8. Delegated by the District Commissioner and in partnership with the County Programme Team, provide 'relevant Commissioner' approval of</li> </ol> |



|  |   |
|--|---|
|  | <p>international events, keeping the District Commissioner informed.</p> <p>9. Award activity permits on behalf of the District Commissioner.</p> <p>10. Award Nights Away Permits, on behalf of the District Commissioner.</p> |
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# District Support Team

## Purpose

Provide the tools and resources to enable Scouts to operate effectively.

## Membership

- Support Team Leader
- Support Team Members
- Safeguarding Situation Lead, Safety Situation Lead, Resolutions Lead, Data Lead
- Team Leaders of any sub-teams of the District Support Team

## Tasks

| Tasks for the whole team | Allocated Tasks   |
|--------------------------|---|
|                          | <p><b>Engage with the community to support local Scouts</b></p> <ol style="list-style-type: none"> <li>1. Create and manage relationships with external organisations where this can support development of Scouts within the District.</li> <li>2. Champion the work of its Groups and Units to create a positive image of Scouts amongst the local community.</li> <li>3. Where appropriate, organise and deliver fundraising events, whilst ensuring this is complementary to any fundraising carried out by Groups and Units.</li> </ol> <p><b>Enable the opening of new Sections and Groups</b></p> <ol style="list-style-type: none"> <li>4. Work with Groups to open/close/amalgamate Sections, informed by local demand.</li> <li>5. Network with other District New Provision functions to share good practice and skills.</li> </ol> <p><b>Ensure we can respond appropriately to incidents</b></p> <ol style="list-style-type: none"> <li>6. Work closely with the District Commissioner to appoint a Safeguarding Situation Lead, a Safety Situation Lead, a Resolutions Lead, and a Data Lead.</li> </ol> <p><b>Manage administrative tasks to support teams across the District</b></p> |

- |  |   |
|--|---|
|  | <ol style="list-style-type: none"><li>7. Where delegated by the Trustee Board, provide appropriate financial administration to manage income and expenditure (bookkeeping; payment of expenses/invoices; tracking income/expenditure against budget).</li><li>8. Email, web, social media, web meeting systems for the District (and, if appropriate, for Groups and Units within the District).</li><li>9. Any other areas of administration to support the work of other District teams.</li><li>10. Where staff are appointed, ensure they are managed and recognised appropriately.</li></ol> |
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**Manage property and equipment effectively**

11. Manage the bookings and maintenance for any District-owned property and equipment.

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## District Trustee Board

We have received helpful feedback on the Team Description for the Group Trustee Board earlier this year. We are now working on improving how we present Trustee Boards. As such this section has been removed, and further updates will be shared in coming months.

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