

Cheddington Scouts Group Management Team

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Cheddington Scouts—Under New Management

Cheddington Scouts are a thriving growing Group serving the villages of Cheddington, Horton, Slapton and Wingrave. We have 4 Sections meeting on all nights of the week and around 150 young people who are members of the Group.

Our Group Scout Leader has recently chosen to step down giving the Group an opportunity to change it's approach ready for continued growth in the next few years. To achieve this we are looking to recruit a dynamic leadership team to manage the leaders and ensure all young people in the Group develop their skills for life.

We're not looking for Bear Grylls! We want you if you are a people person and can work with the leaders in the Sections to support them whilst making a difference in your community. You need to be enthusiastic and enjoy working with adults you don't need to commit for ever, roles are reviewed annually and renewed every five years. You are in control.

Do you have the ability to motivate others? Do you know someone who can help our Scout Group grow so that more young people get the opportunity to enjoy the adventure of Scouting? Are you interested in finding out more?

We have four key appointments to make; a Group Manager, a Group Scouter, a Group Chair and a Group Administrator.

Group Manager: This person will lead the leader team, setting the strategy and being the face of Scouting in the area. They will need to be a good people manager who loves finding compromises and making a difference. Whilst there will be opportunities to work with the young people, it is not necessary in this flexible role to attend Section meetings.

Group Scouter: This person will provide leadership for the adults in the Group. They will enjoy working with young people and supporting those who work with young people.. You will have a passion for ensuring the quality of the experience that young people have through the Group. Whilst you will need to visit the Sections you don't need to commit to a regular evening and you are in control of your time.

We think these two roles will require a commitment of around 5 hours a week.

Group Chair: This person will head the charity aspects of the Group, ensuring the Group resources and assets are maintained and provided. They will set the strategy for the Group and ensure that there are funds available to deliver it. They will lead the trustees and set the trustee meetings. We estimate this will require around 5 hours per month.

Group Administrator: This person will ensure the administration of the Group is maintained. This includes keeping the joining list and membership lists up to date. Keeping a central stock of equipment up to date and producing articles for the Village newsletters as part of the role. This is a new role and the successful person can shape the role around them. The role can be done during the day and is expected to require around 2 hours per week.

What's in in for you?

We believe that Scouting in Cheddington has some amazing people. Ordinary people who together make extraordinary things happen. Helping these leaders deliver fantastic Scouting takes support and guidance from an inspiring leadership team. We need your support in finding the right person to inspire, motivate and encourage others. If you know anyone who may be interested or if you are interested in the roles yourself, please contact us at cheddingtonscoutsrecruiting@btinternet.com . We would appreciate your responses by **15th November 2018**.

How do I nominate?

Have a look through the role descriptions on the next few pages. We are particularly looking to fill the Group Manager and Group Leader roles although nominations for the other roles are welcomed.

If you can think of someone who would fit the role, or if you feel you fit the role yourself, please let us know by submitting the form on the final page of this booklet. The more information you can give the better so that we can identify the best of the best for these new roles. If you wish to talk to the person you are nominating first that is great, if you prefer not to speak with them first that's equally fine. We will speak to everyone nominated if they are short-listed so you don't have to.

Please send us your nominations as soon as possible. Although the closing date is 15th November, we will try and meet people we don't know before then to help us with short listing.

Finally think widely, we are not looking for a super Scout, no previous experience is needed to manage the Group, just the will to make a difference and the ability to work with adults. We have people who work with young people (although we always welcome more) so don't let that stop you applying. These roles are also flexible and would suit someone who can't make regular commitments as they can manage their time for themselves. You can even do the role on the train commuting in and out of work!

Thank you for your time we really do look forward to receiving your nominations.

Role Description

Group Manager

Role outline:

To manage and support the Scout Group and its Leaders to ensure it runs effectively, and that Scouting within the Group develops in accordance with the rules and policies of The Scout Association.

Responsible to:

District Commissioner (or deputy, if appropriate).

Key Relationships:

Section Leaders and their leadership teams in the Group
Parents/carers of the young people in the Scout Group
Group Executive Committee members (Trustees)
Other Group Scout Leaders in the District
District Commissioner, Deputy District Commissioner(s)
County/Area/Regional Commissioner(s).
Community Stakeholders

Appointment requirements:

Must complete relevant training (wood badge) within three years of accepting the role. Must be eligible for charity trustee status (member of the Group Executive Committee). Subject to an enhanced CRB check.

Main tasks:

- Ensure that the Scout Group thrives and has the best systems in place to support adult volunteers and develop the Group – including a Group Executive Committee and Section leadership teams.
- Provide line management and support to the Leaders in the Scout Group, including setting objectives for their roles, holding regular reviews and one-to-one meetings.
- Ensure that the Scout Group has an adequate team of supported and appropriate adults working effectively together and with others to meet the needs of Scouting locally.
- Lead the Group management team; Group Scouter, Chair, Group Manager.
- Work with the District Commissioner, Deputy District Commissioner(s) and other Group Scout Leaders in the District to ensure that the District thrives and supports Scout Groups.

Note: Some of the tasks for which the Group Manager is responsible may be delegated to others in the Group.

Core Tasks

This role is the outward facing part of the Group Scout Leaders role. You will represent the Group to the local communities, District, County and wider public. The role has three core areas (although it is not limited to these); Strategy, Representation and Management.

Strategy

Working with the Group Chair, devise and set the Group development strategy.

Ensure there are sufficient resources to deliver Scouting to the members of the Group.

Grow the membership of the Group.

Representation

Be the point of contact for the Scout Group with the District, County and other Scout Groups locally.

Lead Remembrance Day Celebrations.

Lead District St Georges Day Celebrations (when it is Cheddington's turn).

Build and maintain relationships with community stakeholders in Cheddington, Horton, Slapton and Wingrave.

Management

Manage the Adult Leadership Team

Ensure Adult Leaders are correctly trained and appointed.

Ensure Adults undertaking regulatory activities have enhanced DBS checks.

Act as a trustee and be a member of the Group Executive

Role Description

Group Scouter

Role outline:

To manage and support Scouting within the Scout Group supporting its Leaders to ensure it runs effectively, and that Scouting within the Group develops in accordance with the rules and policies of The Scout Association.

Responsible to:

Group Manager.

Key Relationships:

Section Leaders and their leadership teams in the Group
Parents/carers of the young people in the Scout Group
Group Executive Committee members (Trustees)
Other Group Scout Leaders in the District
Assistant District Commissioners
Community Stakeholders

Appointment requirements:

Must complete relevant training (wood badge) within three years of accepting the role. Must be eligible for charity trustee status (member of the Group Executive Committee). Subject to an enhanced CRB check.

Main tasks:

- Ensure that the Scout Group thrives and has the best systems in place to support adult volunteers and develop the Group – focusing on high quality Scout provision across the Group.
- Provide support to the Leaders in the Scout Group, including advise on training, programme delivery, programme quality and 6-18 provision (youth retention).
- Ensure that the Scout Group has an adequate team of supported and appropriate adults working effectively together and with others to meet the needs of Scouting locally.
- Support leaders with understanding the administration of their sections including writing programmes and planning residential experiences.
- Work with the Assistant and District Commissioners and other Group Scout Leaders in the District to ensure that the Group plays an active role in the District.

Note: Some of the tasks for which the Group Scouter is responsible may be delegated to others in the Group.

Core Tasks

This role is the inward facing part of the Group Scout Leaders role. You will support the leadership team to deliver high-quality Scouting to the children of Cheddington, Horton, Slapton and Wingrave. The role has three core areas (although it is not limited to these); .

Support

Ensure all leaders have access to and are supported through appropriate training for their role.

Support the annual review of leaders.

Coordinate and chair regular Group Leaders meetings.

Quality

Support Section meetings as needed

Support Section programme planning.

Ensure a high-quality programme is delivered for all four Sections.

Promote and lead Group highlights including the County Swimming Gala and Group/Family Camps

Retention

Recruit leaders to resource the Sections.

The role would benefit from someone who is willing to become a Training Advisor

Nomination Form Cheddington Scouts

If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form below.

Role	<input type="checkbox"/> Group Manager	<input type="checkbox"/> Group Scouter	Other <input type="text"/>
Name of nominee	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>		
eMail	<input type="text"/>		
Membership Number (if appropriate and known)	<input type="text"/>		

Please explain why this person is suitable for the role including relevant professional and voluntary experience from inside or outside of Scouting

Please describe the relevant skills that this person has for the role.

Please outline why you felt motivated to complete the nomination / self-nomination

Nominated by	<input type="text"/>		
Contact Details (name, address, phone eMail)	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Notes: 1. Please copy this form if making more than one nomination. 2. Self nominations are encouraged. 3. All nominations are treated in the strictest confidence. 4. All data will be destroyed once the roles are recruited.

Please return the form to: cheddingtonscoutsrecruiting@btinternet.com by 15th November 2018