

# Role description for an ... Assistant Explorer Scout Leader



Item Code FS330051 Date April 08 Edition no 2

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**Title:** Assistant Explorer Scout Leader

**Outline:** Support the operation of the Explorer Scout Unit; in particular, the planning and delivery of the Balanced Programme to the Section, with the help of other Assistant Explorer Scout Leaders, Unit Assistants and under the guidance of the Explorer Scout Leader.

**Responsible for:** This depends on the specific tasks agreed with the Explorer Scout Leader and the District Explorer Scout Commissioner.

**Responsible to:** Explorer Scout Leader and District Explorer Scout Commissioner.

**Main Contacts:** Explorer Scouts, parents / carers of the Explorer Scouts, Explorer Scout Leader, other Assistant Explorer Scout Leaders, Unit Assistants, Explorer Scout Leader (Young Leaders) District Explorer Scout Commissioner and District Explorer Scout Administrator.

**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.

"General" Main Tasks	"Specific" Tasks Agreed with the Explorer Scout Leader in consultation with DESC
<ul style="list-style-type: none"> <li>Aid the Explorer Scout Leader in the delivery of a Balanced Programme for the Explorer Scout Section taking into account needs interests and abilities of the Explorer Scouts.</li> </ul>	
<ul style="list-style-type: none"> <li>Agree responsibilities with the Explorer Scout Leader and other members of the Unit Leadership Team, taking into account when appropriate, the development of the individual's Personal Learning Plan</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 POR, governing meetings, events, and other adventurous activities and the young people first initiative.</li> </ul>	
<ul style="list-style-type: none"> <li>Encourage every member of the Unit to attend at least one camp each year.</li> </ul>	
<ul style="list-style-type: none"> <li>Actively cooperate with the County Scout Network Commissioner, local Scout Network Co-ordinators and Administrator to promote the moving on award.</li> </ul>	

The Scout Information Centre

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<ul style="list-style-type: none"> <li>• Work with the Explorer Scout Leader in the provision of the Moving On Award for Scouts working closely with the Scout Leader(s) and Group Scout Leader(s)</li> </ul>	
<ul style="list-style-type: none"> <li>• Actively support and promote with relevant Leaders the participation of Explorer Scouts in achieving Partnership Awards.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be aware of the Unit and District's financial procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>• Offer assistance to ensure accurate records are kept of the Explorer Scouts in the Unit, including home contact and medical details as well as the camps 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 CSNA when the Explorer Scout reaches the age of 17.</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend meetings of Group(s) Council and Group(s) Executive Committees of partnered Groups if specified in the Unit's Partnership Agreement(s).</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend meetings of the District Scout Council, District Explorer Scout Planning Forum and District Explorer Scout Meeting as well as other meetings of leaders at District and County level.</li> </ul>	
<ul style="list-style-type: none"> <li>• To take part in self review of the Unit programme, and contribute to review of the District programme.</li> </ul>	
<ul style="list-style-type: none"> <li>• Work with a Training Adviser to identify learning needs, complete Adult Training appropriate to the role of Assistant Explorer Scout Leader, and to continue with ongoing learning and development.</li> </ul>	
<ul style="list-style-type: none"> <li>• Make and retain relationships with parents / carers of the Explorer Scouts.</li> </ul>	
<ul style="list-style-type: none"> <li>• Any other tasks as agreed with Explorer Scout Leader.</li> </ul>	