

# District Explorer Scout Administrator Training Pack Contents



Item Code FS452020 March 08 Edition no 2

**0845 300 1818**

## **Factsheet 1 - Introduction**

- Role of the DESA
- Who can be a DESA
- Person Specification
- What does the DESA do?
- Tools for the job
- Example Job Description
- Blank job description

## **Factsheet 2 - Data collection**

- Role of the DESA in collecting data
- What information you need to collect
- Organizing and storing data
- What to do with it! - why the data collected is so important
- Data protection issues

## **Factsheet 3 - Communicating with adults**

- Which adults? Key relationships
- Modes of communication
- What you want from them
- What they need from you

## **Factsheet 4 - Communicating with young people**

- Why communication is so important

- What to communicate
- Approaches to communicating with Young People

## **Factsheet 5 - The Moving In and Moving On process**

- Introduction - the DESA and MiMo
- What is MiMo?
- Developing a strategy
  - Recruiting from Scout Troops
  - Birthday Cards
  - Making Contact
  - Keeping the Young People informed
  - New Member Packs and what to put in them
  - Moving on to the Scout Network
  - Plugging the gaps
- A suggested MiMo strategy
- New Member Pack - suggested contents

## **Factsheet 6 - Other tasks you may be asked to perform**

- Partnership Agreements and what to do with them
- Meetings more meetings!
- Publicity

**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)

### **Factsheet 7 - Where to get help**

- DESC
- District and County Adult Support Team
- Other DESAs
- CSNA
- UK Adviser (Explorer Scouts) and Explorer Scout office at Gilwell Park

Other useful contacts and resources

### **Factsheet 8 – Diaries**

- Example DESA diary
- Blank DESA diary



**EXPLORER**