

Step 1

Define the job that needs to be done

People are more likely to get involved and stay in Scouting, if they know exactly what it is that you want them to do. If you ask somebody to be a Cub Scout Leader, what does that mean? What tasks will they have to carry out?

It is important to think widely about what it is you need doing. Try to think in terms of the tasks that they will carry out rather than the name of the role. By thinking differently it is possible to come up with more possibilities; could more than one person carry out these tasks?

The following questions will help you think this through. It is important to answer honestly rather than assume that what needs doing is what has always been done. On page 4 of this information sheet is a blank role description – make a note of your answers on it as you work through the questions below.

What do you want done?

This process will help you to think more widely than the job title and more about its purpose. It will help to identify the realistic and achievable key tasks that the individual will do as part of their role.

For example, the Assistant Group Scout Leader's key tasks of the 4th Anytown Scout Group might include the following:


- Assist the Group Scout Leader in implementing the Group's development plan.
- Encourage inter-sectional Group activities.
- Ensure that Risk Assessments are carried out on Group activities.
- Work with all Sections of the Group to allow them to offer mixed Scouting.

Where and when do you want the role done?

Where will the person work from, how much time will it take to get there, and on which days of the week will they need to be available? What level of commitment would you ideally like from the person who takes on this role?

Having the answers to these questions will allow you to look for people who have the necessary skills, time and transport.

It is important here to remember that you are outlining the ideal situation. You will need to be flexible, so as not to turn away good people who may have less time to spare than you'd like.



It is important to think widely about the tasks that you need doing.

For example, the Assistant Group Scout Leader of the 4th Anytown Scout Group might need to do the following:

- Attend all Group Council, Group Executive Committee and Group Scouters' meetings.
- Complete the Adult Training Scheme after three years.
- Complete at least five hours of ongoing learning each year.
- Visit Section meetings on a monthly basis to meet with the Section Leaders – Tuesday, Wednesday and Friday nights.

With whom will the person be working?

This describes the team that is connected with the role and the wider group of people with which they will have contact.

For example, the Assistant Group Scout Leader of the 4th Anytown Scout Group will be working with:

- The Group Scout Leader
- All Section Leaders and Assistant Section Leaders
- All Section Assistants
- Members of the Group Executive Committee
- Young Leaders
- Young people
- Parents.

For whom will the person be responsible?

Will the position require the person to 'manage' other people? For example, Group Scout Leaders are responsible for all Scouters in the Group. Section Leaders are also responsible for all their Section Assistants.

To whom will the person be responsible?

This describes who will agree their role description, and to whom they can go for help and support.

For example, the Assistant Group Scout Leader of the 4th Anytown Scout Group is responsible to the Group Scout Leader.

What help will the person get?

An adult will be more likely to accept your invitation to volunteer if they know they are not going to be on their own. More importantly you will need to ensure that the support they require is available.

Remember that the structure of Assistant District Commissioners and Assistant County Commissioners and the Scout Fellowship is there to provide support and advice to Leaders in Sections.

For example, the Assistant Group Scout Leader of the 4th Anytown Scout Group could have a more experienced GSL/AGSL in the District as a buddy, who can offer informal support, help and advice. More formally, the Group Scout Leader and Group Chairman will be able to advise on Group matters. A Training Adviser will be assigned to them to help them identify and meet their training needs.

What equipment and facilities are available?

The adult might want to know what resources they have available to do the role. This will include resources that are already available and can be passed on to them. You will also need to think of resources that are needed but missing – for example, publications that haven't been passed on.

How much does it cost in terms of time and money?

It is important to think of costs for adults new to Scouting or to a role (e.g. of training, uniform and publications) and to plan for the Group/District to pay for them where possible. Specifying the amount of time per week that an adult may be involved will help to reassure them. It will allow them to honestly assess whether they have the time to commit to it, or whether another role would be more appropriate.

For example, at the 4th Anytown Group there are spare copies of the Section programme material. There is budget within the Group funds to pay for travel, training and administration costs throughout the year.


Remember in the long term you may need to be flexible - especially over the amount of time that can be offered.

For how long do you want the person to do the job?

People are more likely to volunteer if they can agree to do a specific role for a specific amount of time, rather than making an open ended commitment. At the end of this time period, a person can continue in the same role, agree a new job or retire depending on their circumstances.

Some roles are only needed for a short period and others will change over time. Think about the time and costs involved in induction and training. Asking someone to have a go for a year and see how it goes is far less daunting than a compulsory five year Warrant!

For example, the Assistant Group Scout Leader of the 4th Anytown Scout Group might agree to do the role until certain goals on the Group's development plan have been reached – the development plan should have dates attached, so that it isn't indefinite!



People are more likely to volunteer if they can agree to do a specific role for a specific period of time.

The answers to the questions above will give you the information you need to create a role description. If you have noted the information down as you've gone along, then you will already have most of the role description written.

Remember that the role description is just a draft. It should be open for discussion and change after you have agreed it with the person who agrees to take on the role.

Now that you have a role description, and know what you want done, you can start looking (in step two) at the skills and qualities the ideal person for the role might have.

Role description



Title:

Outline: *(A summary of the role and main tasks)*

Responsible for: *(‘Who will the person be responsible for?’)*

Responsible to: *(‘Who will the person be responsible to?’)*

Main contacts: *(‘With whom will the person be working?’)*

Appointment requirements: *(Any requirements of the role i.e. training required, or previous skills and knowledge necessary).*

Main tasks: *(‘What do you want done?’)*

Other: *Where and when do you want the role done?
What help will the person get?
What equipment and facilities are available?
How much will it cost in time and money?
How long do you want the person to do the role for?*