

# Step 2

## Identify the skills and qualities needed

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There are times when Leaders are in such short supply that you might think that help from anybody would do! However a person might be ideal for one role and completely unsuited to another. The aim should be to find the right person for the job that you have identified. They will be more likely to enjoy their role, and achieve what it is you want them to do. You need to consider what the “ideal” person for this role would be like.

Use the blank table on page 3 to fill in the skills and qualities your ideal person for this role would have. There are some general qualities of individuals that you can consider. These can be grouped under the following headings:

- Personal qualities
- Functional qualities
- Personal values and faith

### Personal qualities

Everyone has individual characteristics and personalities, which reflect their upbringing and life experiences. All or some of the following personal qualities may be desirable depending on the role in question:

- Positive attitude
- Forward looking
- Keen
- Enthusiastic
- A sense of humour
- Initiative
- Reliability
- Tolerance
- Honesty
- A realistic approach
- Works well with adults and young people

A Group Treasurer would not necessarily have to be good at working with young people; as young people will not be one of their ‘main contacts’. However, you might place a great deal of importance on them being reliable and honest; it would be no good having a Treasurer who produced the Annual Accounts three months late!

## Functional qualities

This area looks at an adult's ability to do the tasks required. The following skills will be necessary for any role in Scouting:

- Practical skills
- Organisational skills
- Team player
- Leadership qualities
- Empathy with appropriate age range
- Maturity
- Communication skills
- Ability to learn new skills

An adult's skills can be widened and enhanced through a variety of learning opportunities – including both the training scheme and “on-the-job” training.

## Personal values and faith

The following qualities will be important for people holding roles that require adults to become Members of The Scout Association, wear the uniform and make the Promise. People holding roles that require adults to become Associate Members are still required to accept the values of Scouting:

- Duty to Self – trustworthy, self-confident, self-controlled and respecting
- Duty to Others – respect for others, working together to serve other people, improve society and show respect toward the natural world
- Duty to God – carrying into daily principles of a religious faith or belief; belonging to a religious body; accepting that there is a higher being.

Even though the general qualities required are listed above, you should go through the tasks identified in Step 1. Think about any specific skills and qualities that the person will require to carry out the role well.

Once you have identified the skills required, use the headings: Essential, Important and Useful to categorise them.

For example, see the table below about the skills and qualities that have been identified for the AGSL of the 4th Anytown Scout Group.

Skills & Qualities	Name
<b>Essential</b>	
Works well with adults and young people	
Realistic approach	
Honest	
Tolerant	
Reliable	
Has initiative	
Good planner	
Willing to make the Promise	
Can set a personal example for others?	
<b>Important</b>	
Enthusiastic	
Keen	
Forward looking	
Knowledge of Risk Assessment	
Flexible	
Knowledge of Scouting	
<b>Useful</b>	
Positive attitude	
Good understanding of POR	
<b>Rating</b>	

Skills & Qualities	Name	Name	Name	Name	Name
<i>Essential</i>					
<i>Important</i>					
<i>Useful</i>					
<i>Rating</i>					