

Search groups

An alternative method of recruiting adults is to set up a search group. This section covers the Six Step Approach to recruitment, but approaches the model in a slightly different way.

Using a search group can be the ideal way to find adults to fill line management roles such as District Commissioner or Group Scout Leader. The method probably is not appropriate for recruiting Leaders and Assistants to work in the Sections, as it would use up so much time given the numbers involved.

Search Groups do take some time to set-up and operate. It is a good idea therefore to establish them before a role becomes vacant, for example when the person currently in the role indicates that they intend to leave.

Who sets up the search group?

The line manager and relevant Chair of the role that it is to be filled should set up the search group.

For example: The Group Scout Leader of the 25th Anytown Scout Group has announced his decision to retire from Scouting in six months as he is set to move abroad.

Four months before the retirement date the District Commissioner and the Group Chairman meet to discuss who will be on the search group.

Who should be on the search group?

Search groups should be made up of three or four experienced people, agreed by both the line manager and Chair. In many cases, the Chair also takes on the role of Chairing the search group. Other people who could be on the search group are:

- Assistant District Commissioners/Assistant County Commissioners
- Members of Group, District or County Executives
- Group, District or County Scouters

It is important that the people that you choose have an interest in the process, a clear understanding of the role and what is required, and can make objective decisions about people's skills and qualities. How to define the role you would like to fill and identify the skills required is covered in the information sheets on steps one and two of the Six Step Approach.

For example: The District Commissioner and Group Chairman agree that the search group for the GSL of the 25th Anytown should be made up of:

- the ADC (General Duties)
- the Deputy District Commissioner
- ACSL of the 25th Anytown
- And chaired by the Group Chairman.

How does the search group come up with names?

There are a number of ways this can be done:

- Nomination
- Advertisement

Nominations

The chairman of the search group should send out a letter to as wider distribution as possible within the District. The aim is to obtain a wide consensus on what qualities are required for the position and inviting nominations for the position. This method should allow self-nomination.

Using the Anytown example, the letter and forms (over page) are a sample of what could be sent out to invite nominations.

Role Description for a Group Scout Leader



- Title:** Group Scout Leader
- Outline:** To ensure the effective operation of the Scout Group and the development of Scouting within the Group in accordance with the Purpose, Principles and Policies of The Scout Association
- Responsible for:** All Section Leaders in the Scout Group. The GSL also has an overview of the other roles within the Scout Group. The Group Executive Committee
- Responsible to:** District Commissioner
- Main contacts:** Parents/carers of the young people within the Scout Group, Section Leader and their leadership teams within the Group, District and County / Area Commissioners, Group Executive Committee members, Sponsors of the Group, Field Development Officers
- Appointment requirements:** Completion of a Wood Badge, which includes the achievement of the Manager specific modules as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme. Eligible for Charity Trustee Status

Main tasks	Tasks agreed with the District Commissioner
To ensure that a Balanced Programme is carried out throughout the Scout Group and that all Leaders are supported in carrying out their tasks	
To ensure that all Leaders and Assistants in the Group carry out their specific learning and are keeping adequate records of the development of their Personal Learning Plan	
To ensure that Risk Assessments are carried out and to ensure that the relevant First Aid provision, fire regulations and authorisations have been obtained	
Ensure that effective administration is carried out within the Scout Group	
Maintain a team of adults working effectively together and with others	
Responsible for the effective management, development and recruitment/retention of members to the Scout Group	

To ensure that the adults working within the Scout Group are 'fit and proper' persons	
To encourage inter-Sectional group activities	
To promote the Scout Group within the local community including establishing links with other youth organisations and schools	
To take Scouting to the public including the publicity of scout events and informing people of activities taking place within the Scout Group	
Agree the terms of any Group Scout Fellowship	
Annually nominate members of the Group Council to serve on the Group Executive Committee, including the Group Chairman	
Maintain effective communication with the DC, DESC, local Scout Fellowships and any other members of the community whose support could assist the Group	
Any other matters as agreed with the District Commissioner	

- To:-** District President
District Vice Presidents
All Assistant District Commissioners in the County
All District Commissioners in the County
District Chairmen
Members of the District Executive Committee
Members of the Group Executive Committee
Members of the Group Council
- From:-** Chairman of the Search Group

Subject New Group Scout Leader Nominations

Bob Jacobs of the 25th Anytown Scout Group, has indicated that he proposes to retire with effect from 31st September 2004 and the process of finding a successor needs to begin. I now invite you personally to contribute to the search by submitting a nomination (or nominations) of persons whom you feel should be considered for this important appointment. Nominations should be submitted, either using the enclosed form or by letter, in an envelope marked 'Personal and Confidential-GSL Nomination' to:-

Kathy Johnson
34, The Place
Anytown
Z32 8FE

Nominations should be received on or before 31 July 2004. In order to ensure the widest possible consultation, you are asked in addition to submitting your own nomination, to circulate this request for nominations to all members who may have an interest within your area of responsibility. This may be verbally, by mail or via newsletters. Please note that in order to ensure confidentiality, and prevent building up false hopes, nominations should be submitted without approaching the individual concerned.

If you wish to nominate yourself, which is perfectly acceptable, please do so and complete the attached form. As this is a confidential process, you should not indicate to others that you have nominated yourself. I would therefore ask you to give serious and urgent consideration to people with whom you work in Scouting, at work, or in the wider community, and to identify anyone who you believe has the qualities to be a Group Scout Leader of this successful Group. When considering a possible candidate please do not compare them against the current or any previous GSLs. At this stage it is important to draw up a list with as wide a cross section of people as possible so that the search group can begin the process of preparing a short list.

Finally may I remind you that as a recipient of this letter you are likely to be in the best position to know the needs of Scouting in this area and potential candidates. Please play your part in ensuring that due consideration is given to all possible candidates by submitting your nomination.

Thank you in anticipation of your support.
Yours sincerely,

Kathy Johnson
Chairman of the Search Group

Nomination for the Appointment as Group Scout Leader



I wish to nominate:

Mr/Ms/Ms/etc.	Address
First Name	
Surname	
Telephone	
Current Appointment (if any)	
Postcode	

Please indicate why, in your opinion, this nominee is suitable for appointment to this office. (You may overleaf if necessary)

Signature	
Telephone no.	

son, 34, The Place, Anytown Z32 8FE by 31 July 2004

(Do not please do not make any approach to the person you wish to

Advertisements


Adverts could also be placed in the local press or Centre for Voluntary Services offices or other appropriate places. This may depend on the position the search group is attempting to fill. Advertisements need to be positive and sell the benefits of being involved as a Member of The Association.

Using the Anytown example, the following is sample advert that could be edited and used in local press.

25th Anytown Group Scout Council

INVITES SUITABLY EXPERIENCED APPLICANTS
FOR THE VOLUNTARY POST OF

Group Scout Leader



A challenging and rewarding appointment, the Group Scout Leader is responsible for the provision of Scouting in the 25th Anytown Scout Group for 120 young people, aged 6 - 14 and the management of 25 adults directly *involved in the development of these young people*. Previous Scouting experience is not essential. Good organisational, communication and management skills are essential. This voluntary post, with paid expenses, will be for a period of 2-5 years subject to agreement.

Be prepared...to make a difference!

For further information, please contact:
The Group Chairperson, 34, The Place, Anytown Z32 8FE

Telephone: 012345 67 89
Email: group.exec@25thAnytown.org.uk

What next?

After the Search Group has received nominations and the deadline has passed, they should rate the nominations and applicants for the post on the skills, qualities and knowledge using step three and four of the Six Step Approach. Each candidate should be rated against each of the identified categories. This will identify a short list of names (ideally between three and five) who are ideal for the role. The Search Group should not approach any candidate but recommend the candidates to the relevant line manager in order of preference.

A 'real life' example

The Search Group for the GSL of the 25th Anytown Scout Group used the matrix to rate the nominations and applicants they had received for the role:

Names	Helen Cross	Pete Singh	Jack Steady	Jim Jones	Leah Hicks
Scouting Knowledge (E)	10	9	2	7	8
Systematic Planning (E)	6	7	10	7	9
Effective Management of volunteers (E)	9	8	7	5	2
Relationships with young people (E)	10	6	8	8	9
Relate to young people (I)	8	4	6	5	8
Listen to others (E)	7	5	9	7	4
Effective Communication (E)	9	5	8	7	6
Management of Meetings (I)	7	7	7	6	3
Delegation (E)	4	8	9	5	6
Motivator (I)	9	9	7	5	6
Total Score	79	68	73	62	61

Maximum Score 100

In this case, the search group would recommend Helen Cross, Pete Singh and Jack Steady to be interviewed by the District Commissioner.

Interviews

Once a recommendation has been made, the line manager would usually 'interview' the candidates to discuss the role. Once the line manager and the individual have agreed the details of the role to be taken on, the search group should be informed of the decision. The formal appointment process and induction of the adult into their new role can then begin, following steps five and six of the Six Step Approach.

In our example, the DC of the Anytown Scout district interviewed and discussed the role with the candidates identified by the Search Group, and she decided to recommend Jack Stedman for the position of GSL at the 25th Anytown Scout Group.

Conclusion

This guide to operating a Search Group offers an alternative method of using the Six Steps to Recruitment, when filling the roles of District Commissioner and Group Scout Leader. Although it takes time and preparation for it to be a success, the advantage is that it allows the net for potential candidates to be cast much wider, and allows a number of different people's views on candidates to be taken into account. This can make the decision a little easier, and means that you are more likely to get the right person in these key roles.