

Generic role descriptions

A role description should be agreed with an individual, and should be based around what you need doing within your Group or District. Information on how to go about writing a role description from scratch is available in *Step 1 – Define the Role that Needs to be Done*.

To get you thinking about the roles generic role descriptions are available as Word documents from the Scout Information Centre and online (www.scouts.org.uk/scoutbase) so that you can alter them to suit your needs.

The tasks outlined in these generic role descriptions need covering by someone, but not necessarily all by the same person. You may wish to split the tasks into two or more roles. There may also be some tasks that you will need to add to cover local needs and some might not be needed in your situation.

The role descriptions currently available are as follows:

Group

Group Scout Leader
Group Chairman
Group Secretary
Group Treasurer
Beaver Scout Leader
Assistant Beaver Scout Leader
Colony Assistant
Cub Scout Leader
Assistant Cub Scout Leader
Pack Assistant
Scout Leader
Assistant Scout Leader
Troop Assistant

District

District Chairman
District Secretary
District Treasurer
ADC (Section)
ADC (Beavers)
ADC (Cubs)
ADC (Scouts)
ADC (Scout Fellowship)
District Explorer Scout Commissioner (DESC)
District Explorer Scout Administrator
Explorer Scout Leader
Assistant Explorer Scout Leader
Unit Assistant

Explorer Scout Leader (Young Leader)
District Media Development Manager

County/Area

County Chairman
County Secretary
County Treasurer
County Media Development Manager
Scout Network Administrator
Scout Network Leader
Scout Network Commissioner
Scout Network Co-ordinator
Training Adviser
County Training Manger
County Training Administrator
Local Training Manager
Local Training Administrator
ACC/AAC (Section)
ACC/AAC (Beavers)
ACC/AAC (Cubs)
ACC/AAC (Scouts)
ACC/AAC (Explorers)
ACC/AAC (Special Needs)
ACC/AAC (International)
ACC/AAC (Activities)
ACC/AAC (Scout Fellowship)

Other

Regional Training Manager
Nights Away Adviser

If you have any comments on these, or would like a role description that is not listed, please contact the Adult Support Office at Gilwell Park.