



Scouts

#SkillsForLife



Scouts

Pocklington District

Understanding Teams based volunteering, Draft Team Structure

- Nationally Scouts are moving away from specific roles to teams, and team roles. Whilst the most common roles automatically move from the current role to team and role, some do not.
- The key teams are defined by HQ, but districts and groups may create sub teams where necessary. For now no additional sub teams have been created.
- These proposals are based significantly on the templates from HQ. District may choose to change the structure or delegate tasks to Groups.



The following diagram shows the draft structure of the teams within districts, and where relevant the former role titles.

* Indicates a vacancy.



Pocklington District Team is small and has many vacancies. Where an existing role maps, or an appointment is already in place the individual is named in the team role.

District Leadership Team	14-24 Team	Programme Team	Support Team	Volunteering Development Team	Trustee Board
<ul style="list-style-type: none">• District Lead Volunteer (Richard Chapman)• District Leadership Team Members (Diane Hodder)• District Youth Leads*• Group Lead Volunteers (Ben Barber, John Speak, +Pock, HOSM, Mel)• District Team Leads (Peter Kirby)	<ul style="list-style-type: none">• 14-24 Team Leader* (RC Acting)• 14-24 Team Members*• Explorer. Young Leader, Network Team Leaders. (James Henderson, Mike Croft, HR or JS @SB?)• Former DESC Roles*• Young Leader Leader (Roy Howarth)	<ul style="list-style-type: none">• Programme Team Lead (Peter Kirby)• Programme Team Members*• Former Nights Away Assessors (accreditation) (Richard Chapman)• Former ADC Roles*• Former Skills Instructor Roles*	<ul style="list-style-type: none">• Support Team Lead* (RC Acting)• Support Team Members*• Campsite Service Team Lead (Robin Hull)• Comms Team Lead*	<ul style="list-style-type: none">• Volunteering Team Lead (Diane Hodder)• Volunteering* Team Members*• Former Training Roles (LTM/TA etc) (Diane Hodder)*• Former Awards Certificate Recipient Role*	<ul style="list-style-type: none">• Chair*• Treasurer*• Trustees*• District Youth Lead*

Team Tasks

- Teams are allocated tasks either for the whole team or tasks that are allocated to individuals.
- Tasks listed are based on HQ templates, but tasks may be delegated or re-allocated.



The District Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their District teams are organised, have enough volunteers, and can deliver a great programme.

District Leadership Team

14-24 Team

Programme Team

Support Team

Volunteering Development Team

Trustee Board

Team Tasks

Make sure teams across the District:

- Work well on their own (and together).
- Support young people and volunteers to feel welcome and included, and make changes (when necessary) so the environment and activities are accessible for everyone.
- Are inclusive and reflect the demographics of their local area.
- Have the resources, skills, and enthusiasm to deliver the Scouts strategy.

Make sure:

- Volunteers in the District's teams fulfil their safety and safeguarding responsibilities, including keeping up to date with changes and learning.
- Any helpers are briefed on the practical aspects of safety and safeguarding. This includes giving them a copy of the Yellow Card, confirming they've read and understood it. Check they know who to speak to if they have any concerns.
- Volunteers are aware of Our Volunteering Culture, reflect on it, commit to it, and apply it in their teams.

Allocated Tasks

- Help with recruitment to make sure there are always Chairs, Team Leaders and Group Lead Volunteers in the District.
- Support the District Youth Lead to work with teams across the District and its Groups so they can be shaped by young people.

Make Sure

- Safety incidents are reported.
- Safeguarding incidents are reported directly to the UKHQ Safeguarding Team.
- Data incidents and complaints are managed well.

The District Lead Volunteer is responsible for responding to these, or for appointing someone else in the District to do this. There are a number of accreditations which can be given to share specific responsibilities.

The 14–24 Team helps all volunteers in Explorer, Young Leader, and Scout Network Section Teams. They help Section Teams plan and deliver great programmes for young people.

District Leadership Team

14-24 Team

Programme Team

Support Team

Volunteering Development Team

Trustee Board

Team Tasks

Support Explorer, Young Leader and Scout Network Section Teams:

- Make sure the Sections run smoothly.
- Section Teams help young people feel welcome and included, and make changes (when needed) so the environment and activities are accessible for everyone.
- The demographics of young people and adults reflect their local area.
- To meet the needs of 14–24 year olds through the Explorer or Scout Network programme, and creating opportunities to volunteer as a Young Leader.

Allocated Tasks (cont...)

Support effective processes

- Look after first aid kits and accident forms for the Sections and their meeting places.
- Look after membership system records for volunteers and young people.
- Look after enquiries for joining and moving between Sections.

Allocated Tasks

Develop our volunteers

- Make sure any helpers are briefed on the practical aspects of safety and safeguarding. This includes giving them a copy of the Yellow Card, confirming they've read and understood it. Make sure helpers know who to speak to if they have any concerns.
- Make volunteers aware of Our Volunteering Culture, and make sure they reflect on it, commit to it, and apply it in their teams.
- Work with volunteers to share skills between Section Teams.

Support the development on young people in Sections

- The views and ideas of young people shape decisions in the 14–24 Team and its Sections.
- Work with Group and Section Teams to check there are Young Leaders in all Squirrel, Beaver, Cub, and Scout Section Teams.

Manage incidents

- Make sure all safety incidents are reported in the right way.
- Make sure any safeguarding concerns are reported directly to the UKHQ Safeguarding Team.

The District Programme Team helps every section in the District run a safe, enjoyable and quality programme. To help do this, they bring Section Team volunteers together with activity experts.

District Leadership Team

14-24 Team

Programme Team

Support Team

Volunteering Development Team

Trustee Board

Team Tasks

Help Sections across the District work together

Allocated Tasks

Help Section Teams run quality programmes:

- Support all Sections to deliver projects where all young people can have a positive impact in the community.
- Help volunteers with any programme changes, such as new badges and activities, to help young people achieve Top Awards.
- Encourage international trips and activities.
- Support volunteers to include nights away in their Section's programme.
- Help volunteers gain their Nights Away Permits.
- Organise events for the District when Section Teams decide they're needed, and make sure they're accessible to all young people.

Keep an eye out for any learning that'll help Section Teams deliver a fantastic programme for all. The Volunteering Development Team can then give volunteers opportunities to develop and learn new skills.

Allocated Tasks (cont...)

Organise programme networking opportunities:

- Encourage Section Teams to share good practice across the District by creating opportunities to network.
- Help Section Teams access expert advice and support:

Make sure:

- There are skilled people to support Sections' programmes (in areas where volunteers may not be experts themselves).
- Sections can access adventurous activities, either through permit holders or external providers.

Approve activities and permits (when shared by the Lead Volunteer):

- Visits Abroad
- Adventurous Activity Permits
- Nights Away Permits

The District Support Team gives tools and resources to help Scouts run smoothly.

District Leadership Team

14-24 Team

Programme Team

Support Team

Volunteering Development Team

Trustee Board

Team Tasks

None

Allocated Tasks

Support Scouts locally by engaging with the community:

- Create and look after relationships with other organisations that can help Scouts grow locally and further our reach into more communities.
- Create a positive image of Scouts in the local community. For example, through local media, showing that Scouts is inclusive and open to all.
- Plan and run fundraising events when they're needed.

Open new provision:

- Work with Groups and other District teams to open, close, or merge Sections (depending on local demand).

Allocated Tasks (cont...)

Support effective processes:

- Carry out finance administration. This could include paying expenses/invoices, tracking income/expenditure against the budget, and buying badges/awards/uniform for the District.
- Set up and look after email, web, social media, and web meeting systems for the District (and, if appropriate, for Groups and Units).
- If there are staff, make sure they're properly managed and well recognised. This includes following employment law and acting as a responsible employer in line with Scout values.
- Look after joining enquiries across the District and help Section Teams understand any additional needs of young people joining Scouts.
- Governance administration for the Trustee Board, to include meeting preparation, minute taking and AGM organisation.

Look after property and equipment:

- Check bookings and maintenance for any District-owned property and equipment

The District Volunteering Development Team makes sure all volunteers in their District have a positive and enjoyable volunteering experience. They make it easy for people to join and learn new skills.

District Leadership Team

14-24 Team

Programme Team

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Volunteering Development Team

Trustee Board

Team Tasks

Support all District teams to be aware of, and reflect on, [Our Volunteering Culture](#).

Allocated Tasks

Attract and welcome new volunteers to District and Group teams:

- Use Scouts branded resources to attract new volunteers and show that Scouts is [inclusive and open to all](#).
- Reply quickly and positively to possible new volunteers.
- Make sure volunteers are [welcomed](#) easily and smoothly, including supporting volunteers to share any [reasonable adjustments](#) they may need.
- Hold [inductions](#) with Group Lead Volunteers and other Group and District Leadership Team Members.

Make sure volunteers are well supported:

- Support all District teams (including Group Lead Volunteers) to follow our approach to [equity, diversity and inclusion](#), [safer volunteer recruitment](#), [joining](#), reviews, and processes for leaving Scouts.
- Help and encourage Team Leaders (including Group Lead Volunteers) to have regular reviews with volunteers in their teams.

Allocated Tasks (cont...)

Help volunteers with learning:

- Help volunteers and Young Leaders find and engage in opportunities for [learning](#) and development.
- Coordinate Scouts learning that needs to be delivered by an accredited [Trainer](#) - including organising and supporting the Trainers.
- Use learning delivery materials developed by Scouts (such as training sessions, workshops, activities and so on), and [make changes](#) (when necessary) so the environment and activities are accessible for everyone.
- Help volunteers connect across the District and beyond to learn, share best practices and overcome shared challenges.
- Set up learning opportunities with external organisations (if relevant and helpful).
- Support and recognise volunteers for their prior learning and experiences, and credit this in their records.
- Learn from people in other Volunteering Development Teams.

Recognise volunteers:

- [Recognise and appreciate volunteers](#) for their brilliant work, formally and informally.

The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee Board governance helps our volunteers deliver fantastic programmes that give young people skills for life.

District Leadership Team

14-24 Team

Programme Team

Support Team

Volunteering Development Team

Trustee Board

Team Tasks

Trustees work together to make sure Groups, Districts, and Counties:

Manage money well

- Have enough money for now and in the future. This means having a reserves policy and making sure fundraising takes place, if it's needed.
- Have a budget in place. Trustees then agree how to manage the budget with other volunteer teams.

Follow Scouts policies and relevant legislation

- Follow [POR](#), [key policies](#) (including [safety](#), [safeguarding](#), [data protection](#), and equality, diversity and inclusion), and charity regulations.
- Follow employment law if staff are employed, and act as a responsible employer in line with relevant legislation and Scout values. Make sure effective line management is in place for each staff member, which can be delegated to others.
- [Create Trustees Annual Report and Statement of Accounts](#)
- Have Statement of Accounts audited by an appropriate person before the Annual General Meeting. If they're a registered charity, they'll need to share it with the charity regulator.
- Hold an Annual General Meeting (AGM).

Team Tasks (cont...)

Look after buildings, insurance and property

- Look after records of ownership of property and equipment.
- Have the right insurance for people, buildings, and equipment.
- Make sure buildings and equipment are working well.
- Maintain a risk register and put the right risk mitigations in place.

Manage risks

- Maintain a risk register and put the right risk mitigations in place.

Help the charity to operate well, today and in the future

- Work with Lead Volunteers to meet their charity aims.
- Champion [Our Volunteering Culture](#), and make sure volunteers are aware of it, reflect on it, commit to it, and apply it in their teams.

The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee Board governance helps our volunteers deliver fantastic programmes that give young people skills for life.

District Leadership Team

14-24 Team

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Trustee Board

Team Tasks (cont...)

In carrying out the above, Trustees also:

- Make sure effective administration is in place to support the work of the Trustee Board.
- Make sure records of Trustee Board meetings are kept, and complete any actions that are agreed.
- Run open selection processes for appointing Trustees.
- Co-opt Trustees onto the Board if they need people with particular skills or knowledge.
- Get expert advice, if needed. This could be on health and safety, managing money, buildings, equipment, or employment.
- Network with other Scouts Trustees to share knowledge and experience.

Team Tasks (cont...)

Chair

- Lead the Trustee Board.
- Plan when Trustee Board meetings should take place, and decide what to talk about at each meeting.
- Lead Trustee Board meetings and the Annual General Meeting (AGM).
- Liaise with Lead Volunteers.
- Lead recruitment for new Trustees.
- Support other Trustees by organising inductions, making reasonable adjustments (where needed), checking in to see how they're getting on, and carrying out annual reviews.

Treasurer

- Look after finances, such as making sure Groups/Districts/Counties are collecting all membership fees and making all payments.
- Share details about income and spend with other Trustees.
- Make sure Gift Aid is being claimed.
- Make sure proper accounts are kept and draw up policies on finance and investment.

Accreditations.

- Team members can be given accreditations to provide the permission to approve certain activities. These accreditations replace some former roles such as Nights Away Advisor, Training Administrator.
- Some accreditations are provided by HQ, but not all seem to be published at the current time. Accreditations for Leadership teams, Volunteering Development Teams, and Programme Teams are published.
- Some accreditations can be given to Group and Section roles too.
- More information on accreditations is available on scouts.org.uk:

<https://www.scouts.org.uk/volunteers/volunteer-experience/volunteering-together/how-volunteers-work-in-teams/accreditations/>



Volunteering Development Teams make sure all our volunteers have a positive and enjoyable volunteering experience. They make it easy for new volunteers to join and for all volunteers to learn new skills.

Many tasks for Volunteering Development Teams can be organised flexibly, based on volunteers' skills, interests, and availability.

For other areas in supporting our volunteers' experience, a volunteer needs permission to do specific tasks or take on certain responsibilities.

Volunteering Development Team Leaders and Lead Volunteers make sure volunteers with the right skills and experience take on these responsibilities through accreditations.

More details is available at [scouts.org.uk](https://www.scouts.org.uk)

<https://www.scouts.org.uk/volunteers/volunteer-experience/volunteering-together/how-volunteers-work-in-teams/accreditations/leadership-team-accreditations/>

District Leadership Team

Programme Team

Volunteering Development Team

District Leadership Team accreditations.

- Requirer
- Nominated Person
- Award Nomination Supporter
- Data Lead
- Nights Away Approver
- Permit Approver
- Resolutions Lead
- Safety Lead
- Suspension Lead
- Volunteer Safeguarding Lead

Programme Teams support every section to run a safe, enjoyable and high-quality programme. Many tasks for [Programme Teams](#) can be organised flexibly, based on our volunteers' skills, interests, and availability.

For other Programme activities, a volunteer needs permission to do specific tasks or take on certain responsibilities. For example, tasks around [adventurous activities](#) or [nights away](#).

Programme Team Leaders and Lead Volunteers make sure volunteers with the right skills and experience take on these responsibilities by giving them accreditations.

More details is available at [scouts.org.uk](https://www.scouts.org.uk)

<https://www.scouts.org.uk/volunteers/volunteer-experience/volunteering-together/how-volunteers-work-in-teams/accreditations/programme-team-accreditations/>

District Leadership Team

Programme Team

Volunteering Development Team

District Leadership Team accreditation.

- Nights Away Assessor
- Other Delegated accreditations.

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District Leadership
Team

Programme Team

Volunteering
Development
Team

District Leadership Team accreditation.

- Awards Parcel Recipient
- Disclosure Support Volunteer
- First Response Trainer
- Learning Asessor
- Recuriter
- Trainer
- Welcome Conversation Volunteer.



Scouts

Thank you