

District Explorer Scout Administrator

Outline:

To work in partnership with the District Commissioner and District Explorer Scout Commissioner to maintain a free flow of information across the District to ensure every Explorer Scout has access to the full Explorer Scout Programme.

Responsible to:

District Explorer Scout Commissioner

Main Contacts (in addition to those responsible to and for):

Explorer Scout Leaders, Explorer Scout Leaders (Young Leader), All Explorer Scouts within the District, Group Scout Leaders, Scout Leaders and Explorer contacts at County level.

Main Tasks:

- Develop and maintain the District Explorer Scout membership records.
- Keep and maintain records of all Partnership Agreements between Explorer Scout Units and sponsoring bodies or groups, and that subsequent updated copies are also kept.
- Keep records of any Explorer meetings or events at District level.
- Liaise with Group Scout Leaders and Scout Leaders to maintain a register of Scout Section members over the age of 13 and monitor the effective use of the Moving On Award.
- Communicate with potential Explorer Scouts to make them aware of the opportunities available.
- Inform the District Network Commissioner of all potential Network members.
- Liaise with the Explorer Scout Leader (YL) to ensure that all Young Leaders are aware of the District training provision and are registered as part of the District Young Leader Unit.
- Maintain a high level of communication with both Explorers and Explorer Units to aid retention.
- Support the District Commissioner in development of the District and implementing the District plan.

Six Key Areas of Leadership and Management:

1. **Providing direction** - lead by example to promote a cooperative culture of working in the District.
2. **Working with people** - develop good working relationships based on trust and Scout values with the adults of the District.
3. **Achieving results** - ensure the all initiatives and projects within the District are managed appropriately and achieve the desired outcomes.
4. **Enabling change** - support and encourage adults in the District to think of new and creative ways to improve Scouting in the District.
5. **Using resources** - work with the District Team and Group Scout Leaders to ensure that Scouting in the District is delivered in a safe manner.
6. **Managing your time and skills** - agreement of realistic goals and target in all areas of work, aligning the District to The Scout Association's strategic objectives.

Note: any other specific tasks are to be agreed with the District Commissioner.

Always remembering Scouting roots...

"My belief is that we were put into this world of wonders and beauty with a special ability to appreciate them, in some cases to have the fun of taking a hand in developing them, and also in being able to help other people instead of overreaching them and, through it all, to enjoy life - that is, to be happy" **Lord Baden-Powell.**



