

# Job Description for the Group Leadership Team

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## Purpose:

The Group Leadership Team helps volunteers across all Sections to work together and feel motivated. They make sure the Group is respected and supported in their local community.

## Who is in the team:

- Group Lead Volunteers
- Team Leaders of each Section Team
- Other volunteers in the team are called Leadership Team Members

## Tasks for the whole team:

Support the Group's Sections.

Make sure:

- The views and ideas of young people shape decisions in the Group and its Sections.
- Section Teams help young people feel welcome and included and make changes (when necessary) so activities are accessible for everyone.
- The demographics of young people and adults represents the local area.
- Work with the District 14-24 Team to make sure there are Young Leaders in all Groups Sections.
- Help Section Teams work well, using tools to measure quality of programme delivery.
- Make sure the Group Leadership Team runs smoothly.

Develop our volunteers:

- Work with volunteers to share skills between Sections.
- Make sure volunteers in the Group teams fulfil their safety and safeguarding responsibilities, including keeping up to date with changes.
- Champion [Our Volunteering Culture](#) so that Team Members are aware of it, reflect on it, commit to it, and apply it.

## Allocated tasks:

For the Group Lead Volunteers.

Develop our volunteers:

- Make sure all Section Teams follow our approach to safe practices for volunteer recruitment, appointment, reviews, and the process for leaving Scouts.
- Make sure volunteers are doing what is expected of them, including getting learning done and having disclosure checks.
- Support all volunteers to grow and gain the skills they need (or would like).

Engage with the community:

- Create and look after relationships outside of Scouts to help deliver the programme and recruit adults and young people. This could include community leaders, other youth groups, volunteer agencies, local media and social media outlets.

Open new provision:

- Work with the District Leadership Team to open new Sections.

## Other responsibilities:

For the Group Lead Volunteers or where needed assigned to other volunteers:

### Manage incidents:

- Make sure all incidents are reported in the right way.
- Handle Subject Access Requests and personal data breaches.
- Look after complaints informally and stop them escalating (where possible).
- Work with other volunteers to respond to [safeguarding](#), [safety](#) and [data](#) incidents and [complaints](#) (where needed).

### Oversee:

- The payment of invoices and volunteer expenses.
- Enquiries from new volunteers, new youth members and manage waiting lists.
- Support the movement of young people between sections.
- The care of equipment owned by the Group.
- The care of meeting places (whether rented, leased or owned).
- The supply of badges and uniform.
- The care of First Aid Kits and accident forms for all Sections and meeting places.
- Completion of membership system records for volunteers and young people, making sure they are correct and up to date.
- Group social media platforms.
- Group website and emails.
- If there are employed staff in the Group, make sure they are properly managed and recognised.

How we Volunteer Together  
**Adopting a team-based approach**

### Group Structure

