

Job Description for the Group Section Team

Purpose:

The Section Team plans and delivers high-quality programmes safely. They make sure all the young people can take part in the programme and gain skills for life. They also help young people achieve their top awards.

With brilliant programmes, each young person can make a positive impact on society as they step up, speak up and find their place in the world.

Who is in the team:

- Section Team Leaders
- Section Team Members
- [Young Leaders](#)

Tasks for the whole team:

Plan and deliver a great programme:

- Work with young people to plan and deliver a great programme, including nights away and adventurous activities, to help them achieve their Top Awards.
- Find ways to continue to improve the programme.
- Make good use of stakeholders in their community, including other Scout volunteers.

Make sure there is a great culture for volunteers and members:

- Create a welcoming and accessible environment for volunteers and create leadership opportunities for Young Leaders.
- Check that volunteers behave positively and inline with [Our Volunteering Culture](#).
- Mentor volunteers in the team and help them develop, including Young Leaders.

Create a safe environment:

- Check the programme can run safely.
- Make sure [adult:child ratios](#) are always maintained and that there is a [volunteer in charge](#) for each session.
- Create and review risk assessments.
- Check there are first aid kits or supplies available for all activities.
- Report and review [safety](#) and [safeguarding](#) incidents in the right away.

Allocated tasks:

Make sure admin is done correctly:

- Get contact, medical details and demographic data for new members joining the Section.
- Keep all records up to date, including badges, attendance register and contact details.

Communicate with others:

- Regularly chat with young people and parents/carers about the programme.
- Keep social media channels up to date (inline with the privacy policy).
- Help young people move between sections.

Look after finances:

- Give the Group Trustee Board the information they need to set the budget.
- Help with collecting membership fees and other payments when required.

How we Volunteer Together
Adopting a team-based approach



Section Structure

