



Fylde District Scouts

District Leadership Team Applicant Pack

About us...

Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 4- to 25-year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

Fylde District Scouts operates 10 Scout Groups, Explorer Scout and Scout Network provision comprising over 800 members and growing. Fylde District Scouts also operate a modern and popular activity centre in Lytham St Annes.

What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community-based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community-based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.



Our strategy...

By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Further information on our strategic objectives is provided on our website at <https://www.scouts.org.uk/about-us/strategy/>

Scouting's Fundamentals

Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.



Our values

As Scouts, we are guided by these values:

- **Integrity**
- **Respect**
- **Care**
- **Belief**
- **Co-operation**

Further information on our fundamentals, including details of our values, are provided on our website at <https://www.scouts.org.uk/por/1-our-fundamentals/>

Our key policies

In common with all members in Scouting, the Chief Commissioner of Wales is required to promote and follow our key policies. The policies cover:

- **Child Protection**
- **Equal Opportunities**
- **Religion**
- **Safety**

These policies are fully explained on our website at <https://www.scouts.org.uk/por/2-key-policies/>

About Fylde District Scouts...

Fylde District Scouts is part of West Lancashire Scout County. It is led by the District Lead Volunteer, a District Leadership Team and governed by a Board of Trustees. Fylde District Scouts consists of 10 Scout Groups, 3 Explorer Scout Units and a Scout Network. It operates a modern activity centre in Lytham St Annes.

Number of Young People: 618

Number of Adults: 191

Introducing the leadership team roles...

We want to make volunteering easier and more fun, so that more people will want to volunteer, and our current volunteers will want to stay. Doing this is how we will achieve our North Star - more young people gaining skills for life.

We want flexible volunteering to be a reality. To do this, we're using team descriptions. Unlike role descriptions, where one volunteer takes on specific responsibilities (this can be a barrier for some volunteers joining or staying in Scouts), this approach means we can share the load among the team.

We're making it clear that volunteers can get involved with just the tasks that work for their skills, interests and free time. Teams can decide how to split the tasks up, according to who's in the team and what the local needs are.

Our new approach makes it easier for our current teams, as volunteers can give their time in a more sustainable way. It helps volunteers build knowledge, experience, and confidence. And it makes it easier for them to change their involvement when their circumstances change. As such, they stay volunteering for longer. And in the future, more volunteers will want to join Scouts and give their time as part of a flexible team.

We are now looking to recruit a District Lead Volunteer and team leaders for the following teams:

- The **District Programme Team** which supports Section programmes and District activities and events. They also help volunteers with their assessments for adventurous activity and nights away permits.
- The **District Support Team** which gives tools and resources to help Scouts run smoothly in the District.
- The **District Volunteering Development Team** which makes sure all volunteers in District teams have a fantastic volunteering experience. By doing so, they'll make it easy for people to join and learn new skills.

The team leaders of the above teams will also be members of the District Leadership Team which leads and inspires volunteers to give young people great experiences and skills for life. They will be involved in building and leading their own teams under the District of the District Lead Volunteer.

The District Lead Volunteer will lead the District Leadership Team and ensure that everyone is working together to achieve the same goals. They will support Group Scout Leaders and the 14-24 provision within the District and be a member of the Board of Trustees.

We are looking for a Lead Volunteer who can build teams, delegate and communicate effectively.

What leading a team means...

Each team can have at least one Team Leader. Leadership Teams are led by a Lead Volunteer and made up of other Team Leaders and Leadership Team Members. In Districts and Counties, Youth Leads are also members of the Leadership Team.

Team Leaders and Lead Volunteers work with Team Members to share tasks out and make sure the team runs smoothly.

Create a positive team environment:

- Agree how Team Description tasks are shared among Team Members by considering their skills, interests, and availability.
- Make sure the team puts young people at the heart of what they do, so they can create inspiring teams and brilliant programmes.
- Make sure the team is open and inclusive, and adapt team activities and tasks to be accessible to everyone.
- Make sure everyone in the team is safe and following safety and safeguarding procedures.

Help volunteers find what they need:

- Help Team Members find learning and networking opportunities.
- Encourage Team Members to share what's happening in the team and find out where they might need support.
- For Lead Volunteers in Districts and Counties, make sure volunteers have the permits or accreditations they need to carry out specific, allocated tasks (where relevant).

Attract and welcome new volunteers:

- Help recruit new volunteers (with the Leadership Team and Volunteering Development Team) so there's always enough people in the team.
- Make sure new volunteers are warmly welcomed and complete their learning.

Reflect and review:

- Set up regular team self-reviews (at least once a year) to give everyone a chance to reflect on successes, and plan for the future.
- Carry out individual reviews with each Team Member. For Section Teams, they're held by a member of the Group Leadership Team (for Squirrels, Beavers, Cubs and Scouts) or 14-24 Team (for Explorers).

District Leadership Team

Purpose

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.

Who's in the team

- District Lead Volunteer
- District Youth Leads
- Programme Team Leader
- Volunteering Development Team Leader
- Support Team Leader
- Group Lead Volunteers
- 14–24 Team Leaders

Tasks for the whole team

Make sure teams across the District:

- Work well on their own (and together).
- Are inclusive and reflect the demographics of their local area.
- Have the resources, skills and enthusiasm to deliver the Scouts strategy.
- Volunteers in the District's teams have the skills and experience to fulfil their safety and safeguarding responsibilities, including by keeping up to date with changes, and being aware of safety and safeguarding concerns in the County.
- Volunteers are aware of Our Volunteering Culture, reflect on it, commit to it, and apply it in their teams.

Allocated tasks

- Help with recruitment for the District Trustee Board Chair, District Team Leaders, District Youth Lead and Group Lead Volunteer roles.
- The District Youth Lead works with teams across the District to make sure they're shaped by young people.

Other responsibilities

Make sure safeguarding, safety and data incidents and complaints are managed well. The Lead Volunteer will be responsible for responding to these, or for appointing someone else in the County to do this.

Programme Team

Purpose

The District Programme Team supports Section programmes and District activities and events. They help volunteers with their assessments for adventurous activity and nights away permits.

Who's in the team.

- Programme Team Leaders
- Programme Team Members
- Team Leaders of any sub-teams of the District Programme Team - e.g., Adventure Sub-Team

Tasks for the whole team

- Help Sections across the District work together.

Allocated tasks

Help Section Teams run high-quality programmes.

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

Facilitate 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 that volunteers may not be experts in themselves).
- Sections can access adventurous activities, either through permit holders or external providers.

Approve activities and permits (when delegated by the Lead Volunteer)

- Visits Abroad
- Adventurous Activity Permits
- Nights Away Permits

Support Team

Purpose

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

Who's in the team

- Support Team Leaders
- Support Team Members
- Team Leaders of any **sub-teams** of the County Support Team - e.g., Activity Centre Team

Allocated tasks

Support Scouts locally by engaging with the community.

- Create and look after relationships with other organisations that can help Scouts grow locally.
- Create a positive image of Scouts in the local community. For example, through local media and comms.
- 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).

Support effective processes

- Carry out finance administration. This could include paying expenses/invoices, and tracking income/expenditure against the budget.
- Set up and look after email, web, social media, and web meeting systems for the District.
- Help with other admin to support District Teams
- Look after joining enquiries across the District.

Look after property and equipment.

- Support the management and smooth-running of the activity centre.
- Check bookings and maintenance for any District-owned property and equipment.
- Oversee meeting places for 14-24 Sections (whether they're rented, leased, or owned).

Volunteering Development Team

Purpose

The District Volunteering Development Team makes sure all volunteers in District teams have a fantastic volunteering experience. By doing so, they'll make it easy for people to join and learn new skills.

Who's in the team.

- Volunteering Development Team Leaders
- Volunteering Development Team Members
- Team Leaders of any **sub-teams** of the District Volunteering Development Team - e.g., Awards and Recognition Sub-Team

Tasks for the whole team

Make sure all District Teams follow 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.
- Reply quickly and positively to possible new volunteers.
- Make sure new volunteers are welcomed easily and smoothly.
- Hold inductions with Group Lead Volunteers and other Group and District Leadership Team Members.

Make sure volunteers are well-supported:

- Hold inductions with Group Lead Volunteers and other Group and District Leadership Team Members.
- Make sure all District Teams (including Group Lead Volunteers) follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts.

Help volunteers in District teams 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 coordinating and supporting the trainers.
- Use the learning delivery materials developed by Scouts (e.g., training sessions, workshops, activities, etc.), and make changes (when necessary) so 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).
- Make sure volunteers can be recognised for prior learning and experience, and have it credited in their records.
- Learn from people in other Volunteering Development Teams.

Recognise volunteers:

- Recognise and show appreciation for volunteers' brilliant work, formally and informally.

How to apply

Key dates

The closing date for applications is **Friday 1st September at midday** with shortlisting and discussions with candidates to follow in early September.

Process

Applications / Nomination

We will accept both self-nominations and nominations of others using this short online form:

<https://forms.office.com/e/P8A49aTRbh>

Selection process

All applications for Lead Volunteer will be reviewed by a small team led by the District Chair in conjunction with the County Commissioner / Lead Volunteer for the County. The new lead volunteer will take the lead in appointing the team leader roles.

Further information

For an informal discussion please contact Craig Dewar-Willox County Commissioner –

craig.dewar@westlancsscouts.org.uk

Finally

Thank you for considering a role on the District Leadership Team. This is a hugely rewarding role and we are grateful to you for taking the time to consider volunteering your time in this way.