

Role description for the Sea Scout Assistant Section Leader

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The Role of Assistant Section Leader is important as well as being both enjoyable and rewarding. We have written down our expectations of those holding key roles so that there is clarity for everyone. A successful Scout group relies on adult volunteers who understand their role and commit to doing their best to fulfil the requirements, whether as an individual or as part of a role-share arrangement.

Role description

Title: Assistant Scout Leader

Outline: Support the operation of the Sea Scout Troop, in particular, the planning and delivery of the Balanced Programme, with the help of other Section Leaders, Assistant Section Leaders, Section Assistants, Young Leaders and members of Scout Active Support as appropriate. Some of the tasks for which the Section Leader is responsible may be delegated to others in the Section, including other Section Leaders, Assistant Section Leaders and Section Assistants.

Responsible to: Group Scout Leader

Main Contacts: Sea Scouts, parents, Section Leaders, Section Assistants, other Assistant Section Leaders within the Group, Group Scout Leader, Assistant District and Area Commissioners (Scouts), Explorer Scout Leader (Young Leaders), Young Leaders, Group Executive Committee members.

Appointment requirements: Must successfully complete the appointment process (including acceptable personal enquiries, references and a District Appointments Committee as well as acceptance of The Scout Association's policies). During the first **five months** of Provisional Appointment the relevant Getting Started modules must be completed. This comprises four online training courses (essential information, tools for the role, GDPR and safeguarding) and a meeting to develop your personal learning plan. All of that probably takes about five hours to complete, and you don't have to do it all at once. A Wood Badge must be completed within **three years** of Full Appointment, together with ongoing first aid, safeguarding and safety training. A combination of e-learning, on-the-job training, optional face-to-face training opportunities and validation activities is used to complete these requirements.

It is expected that whilst volunteering for this role you will undertake regulated activity¹.

¹ Please refer to the following DBS guidance for the definition of regulated activity: <https://bit.ly/37sPk41>

Main Tasks
Planning and delivery of a Balanced Programme
<p>Supporting the planning, recording and delivery of a safe, exciting and stimulating Balanced Programme for the Sea Scout Troop taking into account the needs, interests and abilities of the young people.</p> <ul style="list-style-type: none"> • The programme must actively support and promote the achievement of badges and awards, in particular the Chief Scout's Award, and meet the expectations of the Quality Programme Checker. • The outline programme and badge connections must be recorded on Online Scout Manager. • Commit, either as an individual or as part of an arranged role-share, to providing a 38-session programme spread over 52 weeks during normal school term-time. • Be prepared to organise activities that take place outside regular meeting times.
<p>Support the safe delivery of the programme in accordance with the Policy, Organisation and Rules of The Scout Association.</p> <ul style="list-style-type: none"> • Create, establish and maintain an agreed code of behaviour with the Sea Scouts. • Record Sea Scouts' attendance at all meetings using Online Scout Manager. • Be aware of risk and actively plan to reduce the risk associated with Scouting activities. Seek and follow advice from an appropriate person before running a potentially risky activity. Follow published risk assessments when carrying out activities.
<p>Help to ensure that every young person in the Sea Scout Troop has the opportunity to attend at least one nights away experience each year.</p> <ul style="list-style-type: none"> • Undertake, where needed, relevant training in order to gain a nights away permit. • Attend, where necessary, practical skills training.
<p>Maintain the standards of the group as a uniformed youth organisation and, where applicable, a Royal Navy Recognised Unit.</p> <ul style="list-style-type: none"> • Wear the Sea Scout Leader's uniform correctly to all regular meetings as a model to Sea Scouts and other leaders. • Encourage, through regular inspections and rewards, high standards of uniform among Sea Scouts.
<p>Actively work with other adults in the Group to support and promote Group or multi-section activities and events.</p> <ul style="list-style-type: none"> • Accompany the Sea Scout Troop at the annual town remembrance parade. • Accompany the Sea Scout Troop at the annual town mayor's parade.
<p>Support regular opportunities for young people to express their views on the programme and running of the Sea Scout Troop, and that those views are taken into account (for example using Troop and Patrol Leader forums, or any other method).</p>
<p>Actively support the section leaders to promote the Moving On from the Sea Scout Troop to local Explorer Scout Units.</p>
Operation of the Section
<p>Communicate regularly and in a timely fashion with other leaders, especially the Group Scout Leader.</p> <ul style="list-style-type: none"> • Monitor and respond to communications using the agreed channels, which may include e-mail, Messenger, Facebook and Online Scout Manager.
<p>Work with the Group Scout Leader, the Group Executive Committee and others to support recruiting and inducting appropriate Assistant Leaders and Section Assistants.</p>

Agree responsibilities with Section Leaders, Section Assistants and parent helpers taking into account the development of the individual's leadership potential.

- Encourage other leaders and helpers to take up training opportunities.

Help to keep accurate records of Sea Scouts' personal details and achievements using Online Scout Manager in accordance with the General Data Protection Regulations and pass these records to the Explorer Scout Leader when the young person reaches the age to move up to an Explorer Scout Unit.

Help to regularly review the operation of the Sea Scout Troop, particularly with respect to the success of the programme in providing age and stage relevant activities and their success in promoting the achievement of the Chief Scout's Award.

Make and maintain good relationships with Sea Scouts' parents.

- Monitor and follow-up subscription payments using Online Scout Manager.
- Maintain communication with parents through the Sea Scout Troop's "Parents and Leaders" Facebook page, and through the OSM email system.
- Organise and implement a parent rota, if necessary.
- Invite parents to support camps or other residential experiences².

Wider Group tasks

Follow the Group's financial procedures which must be in accordance with POR.

- Keep detailed receipts of expenditure and submit these to the section leader at the agreed times.

Training expectations

Complete *Getting Started* within five months of Provisional Appointment

Complete *Wood Badge* within three years of Provisional Appointment

Maintain a current first aid certificate or acceptable equivalent

Obtain a Nights Away Permit

Participate in a relevant water safety training course

² All parents who attend a nights away event **must** have been vetted through TSA PE and DBS checks.