

# Role description for the Sea Scout Section Assistant

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**The Role of Section Assistant 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:** Sea Scout Section Assistant

**Outline:** Section Assistants are adult volunteers who assist the Section Leaders and Assistant Section Leaders in delivering the programme to young people in Scouting.

**Responsible to:** Group Scout Leader

**Main Contacts:** Sea Scouts, parents, Section Leader, other section-based volunteers, Group Scout Leader, Young Leaders.

**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.

It is expected that whilst volunteering for this role you will undertake regulated activity<sup>1</sup>.

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

<b>Main Tasks</b>
<b>Delivery of a Balanced Programme</b>
Running games and activities as part of weekly section meetings and other section events.
Assisting young people to achieve badges and awards.
Assisting with residential experiences for the section.
Assisting the section with taking part in a varied, exciting and safe programme of activities.
<b>Operation of the Section</b>
Communicate regularly and in a timely fashion with other leaders, especially the Group Scout Leader. <ul style="list-style-type: none"> <li>• Monitor and respond to communications using the agreed channels, which may include e-mail, Messenger, Facebook and Online Scout Manager.</li> </ul>

<b>Wider Group tasks</b>
Follow the Group's financial procedures which must be in accordance with POR.

<b>Training expectations</b>
Complete <i>Getting Started</i> within five months of Provisional Appointment
Maintain a current first aid certificate or acceptable equivalent
Participate in a relevant water safety training course