Scouts

South London & South East London Scouts

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Simplified roles and structures

3

This session looks at:

- Moving to a team-based approach
- Team structure and purposes
- Roles and responsibilities
- Putting it all together...
- Actions to move to our new way of working

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Transitioning to Trustee Boards
Why we're transforming volunteering

Scouts

We want to make volunteering with Scouts easier and more fun...

...so that we can attract more volunteers and our current volunteers want to stay

6

We need to adapt to stay relevant, attract new volunteers, and make sure the scouts is enjoyable for everyone.

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Positive Volunteering Everyday

Scouts

From	To
Unclear expectations of volunteers	Clearer roles
Individual, inflexible fixed roles	Volunteers working in teams on tasks
A small number of people with lots of responsibility (and stress)	Teams have a clear and distinct purpose
Feels like work	Individuals contributing in a way that matches their skills, interests and availability
The perception of fix commitment	Flexible volunteering the norm

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Positive Volunteering Everyday

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I receive regular support in a way that is safe, open, and honest. I feel respected and seen

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The way we volunteer is changing!

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Our volunteering roles need

Clear, manageable,

and flexible!

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Assistant Section Leaders

Group Scout Leaders

Section Leaders

12

Teams

13

Moving to a team based approach

The key principles for these new teams:

Allow for flexible volunteering that suits people's skills, interests, and time

Have tasks that will be shared among a team

Provide clear purpose & responsibilities to ensure our volunteers and young people have the required support

Be led by a Team Leader or Lead Volunteer

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What leading a team means

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

and...

- Create a positive team environment
- Help volunteers find what they need
- Attract and welcome new volunteers
- Reflect and review

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Focusing on tasks rather than roles

Making flexible volunteering normal, and available to everyone

Ensuring we allow individuals to contribute in a way that matches their skills, interests and availability

Making sure each team has a clear and distinct purpose

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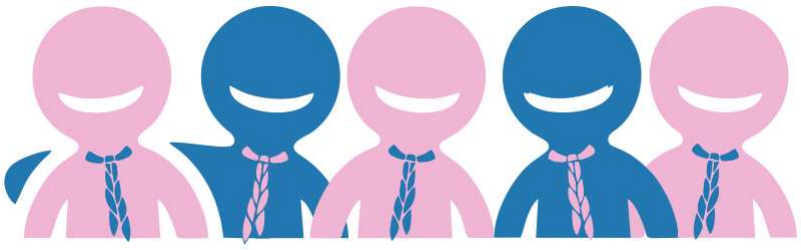

Team Description

Purpose...

Who's in the team...

Tasks for the whole team...

Allocated tasks...

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Team Description

Purpose...

Who's in the team...

Tasks for the whole team...

Allocated tasks...

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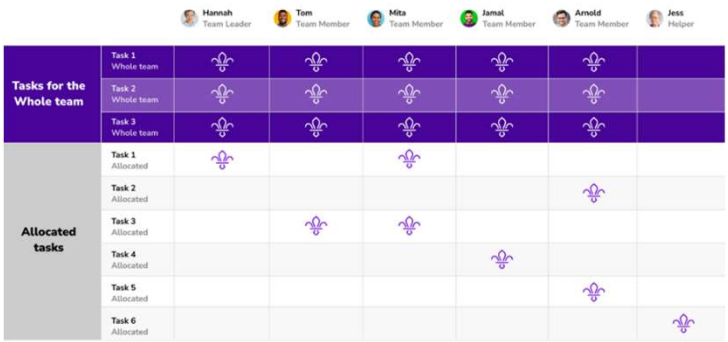
Each team has a team description. A team description has two types of tasks listed:

- **Tasks for the whole team** – All team members take part in these tasks and must have, or develop, the skills associated with these tasks
- **Allocated tasks** – The team leader ensures that one or more team members has the responsibility and skills for these tasks



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Who is affected...

Scouts

All volunteers will...

- move into updated teams
  For some, volunteering in a team may be a big change and for others, it may be closer to what they're doing already
- For most volunteers, their role title will also change

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Who is affected...

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For some volunteers in District and County teams there may be a bigger change in what their role does, due to other changes that are coming too, such as those who are involved in training and appointments and welcome

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What will stay the same...

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Sections
Groups
Districts
Counties

as well as broadly the tasks that happen at each level.

22

There are three areas of our volunteering framework that will change before the launch of our new digital tools...

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Team-based Approach

Moving from our current structures and roles to a team-based approach to volunteering

This will provide our volunteers more flexibility, make sure responsibilities are clear and allow for tasks to be shared across a team rather than just for a specific role

Trustee Boards

Moving from having Executive Committees to having Trustee Boards & Trustees

This will meet the Charity Commissions rules on good practice and allow Trustees to focus on being well managed and having good governance

Our Volunteering Culture

We will be adopting and embedding Our Volunteering Culture into our teams

This is about how our volunteers support each other, follow our values and are at our best whilst acting as role models for young people

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Moving to a team-based approach

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Scouts

Scout Groups

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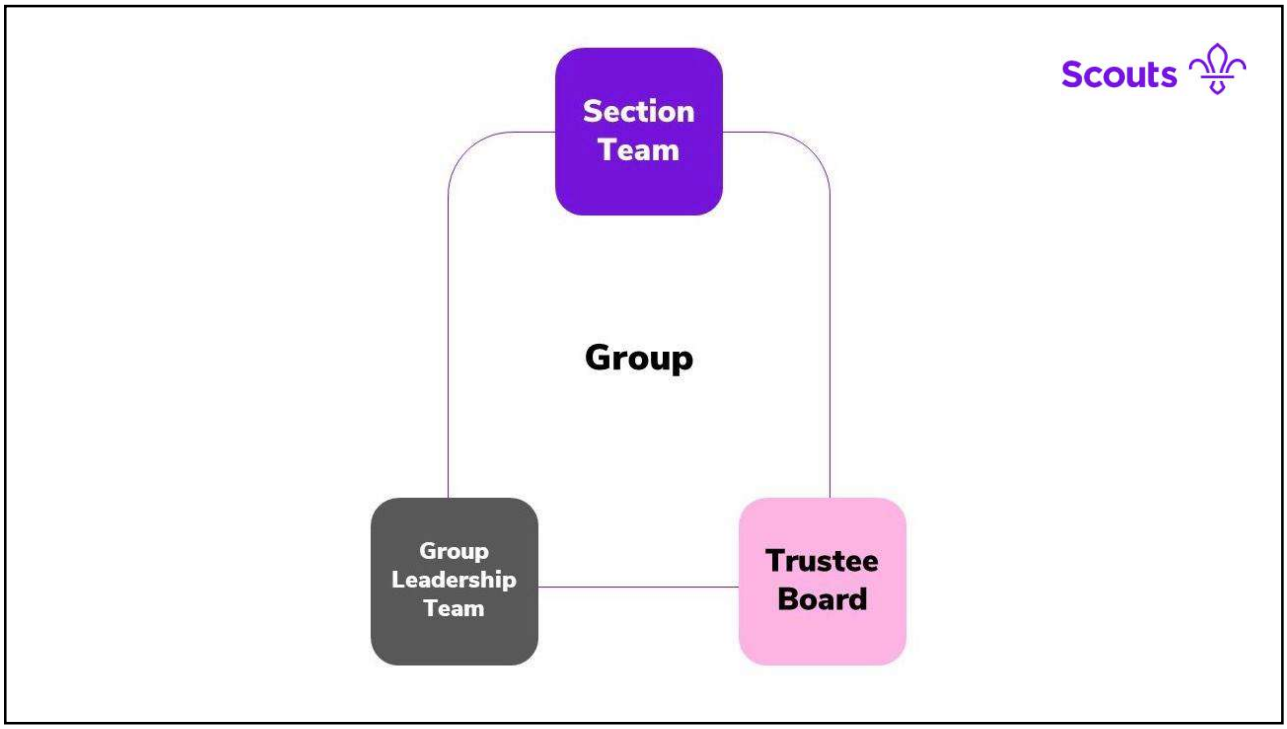
Scouts
Section Team
Group
Group Leadership Team
Trustee Board

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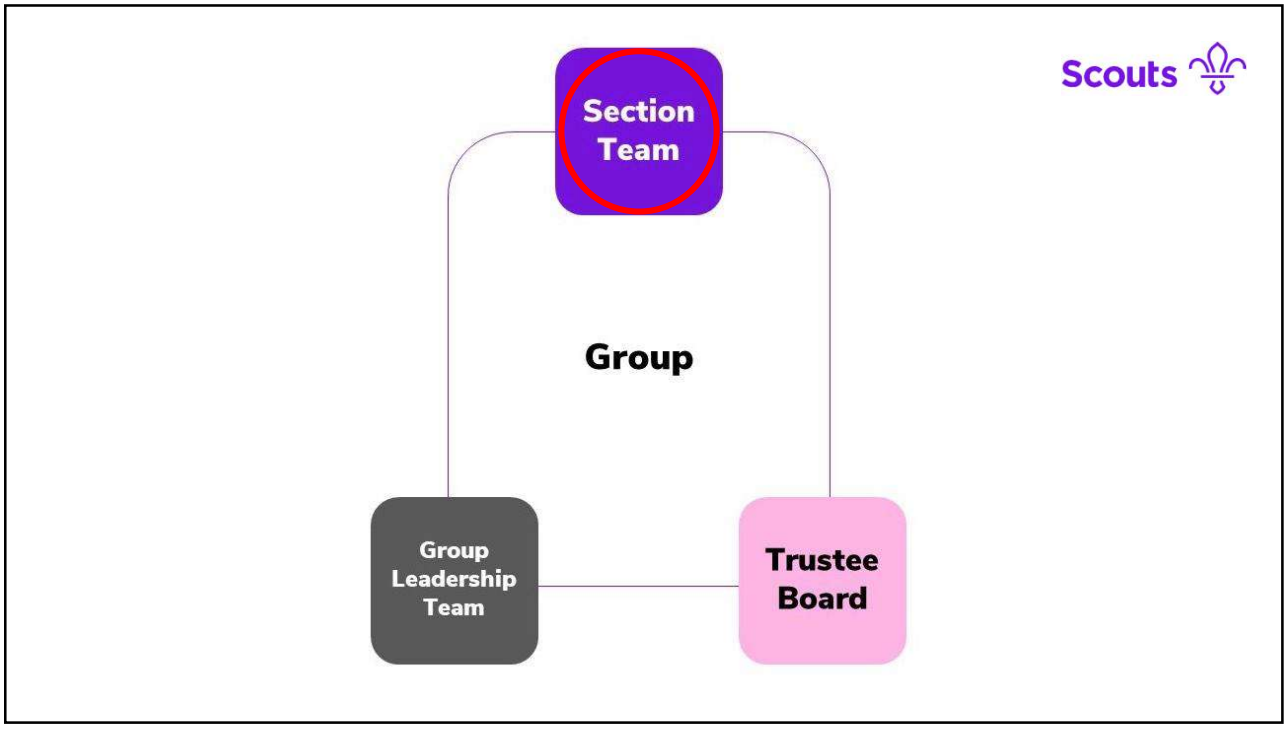
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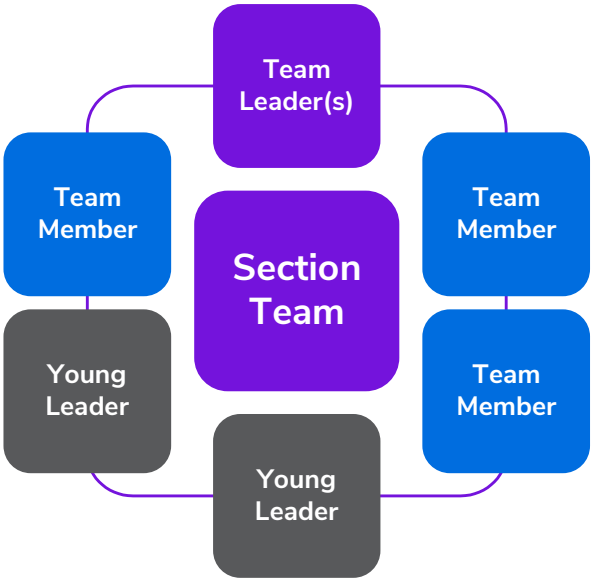

Section Teams run safe, high-quality programmes

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Section Team

Scouts

The Section Team consists of a team for each section in the group: Squirrels, Beavers, Cubs & Scouts.

The Section Team plans, delivers, and runs high-quality programmes safely. They make sure all young people can take part in the programme and gain skills for life. They also help young people work towards their Top Awards.

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

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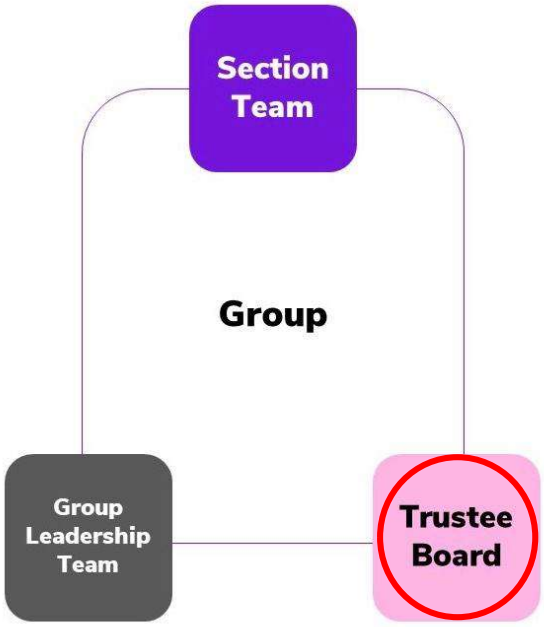
Scouts



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Group Trustee Board

The Trustee Board work together to make sure Scouts is run safely and legally.

Trustees make sure the charity is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and Policy, Organisation and Rules (POR).

Their support helps other volunteers run a fantastic programme that gives young people skills for life (and experiences they'll remember forever).

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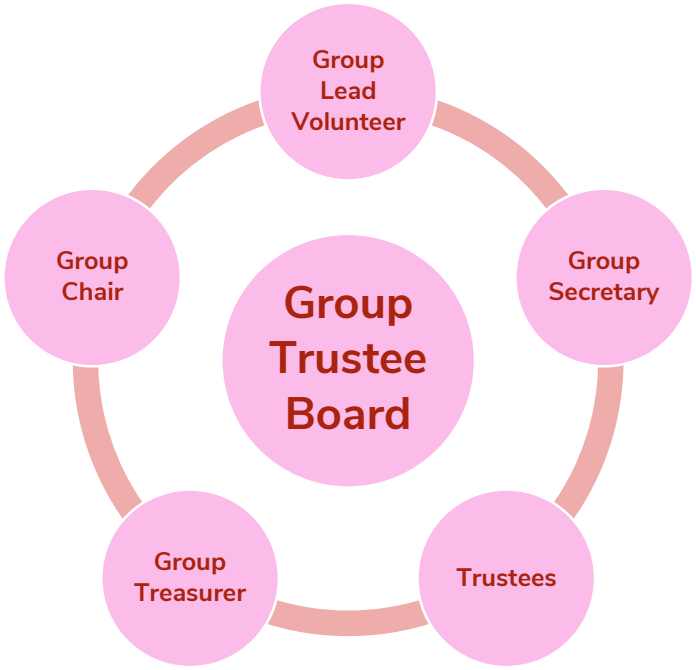

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What will this look like in practice?

Some areas will be for trustees **to be confident** that they are being done.

This is different from doing it themselves!

These are the **operational tasks.**

Some areas will be for trustees **themselves** to **collectively** do.

These are the **governance tasks.**

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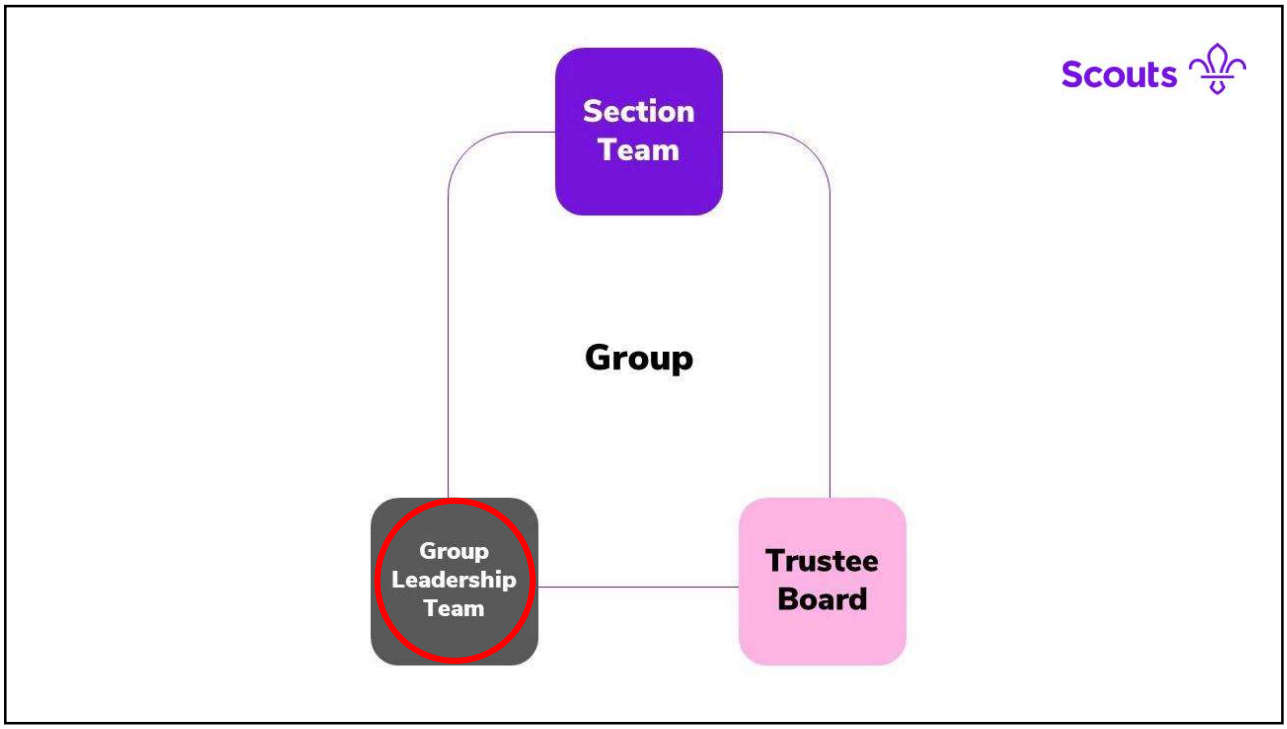
Scouts
Section Team
Group
Group Leadership Team
Trustee Board

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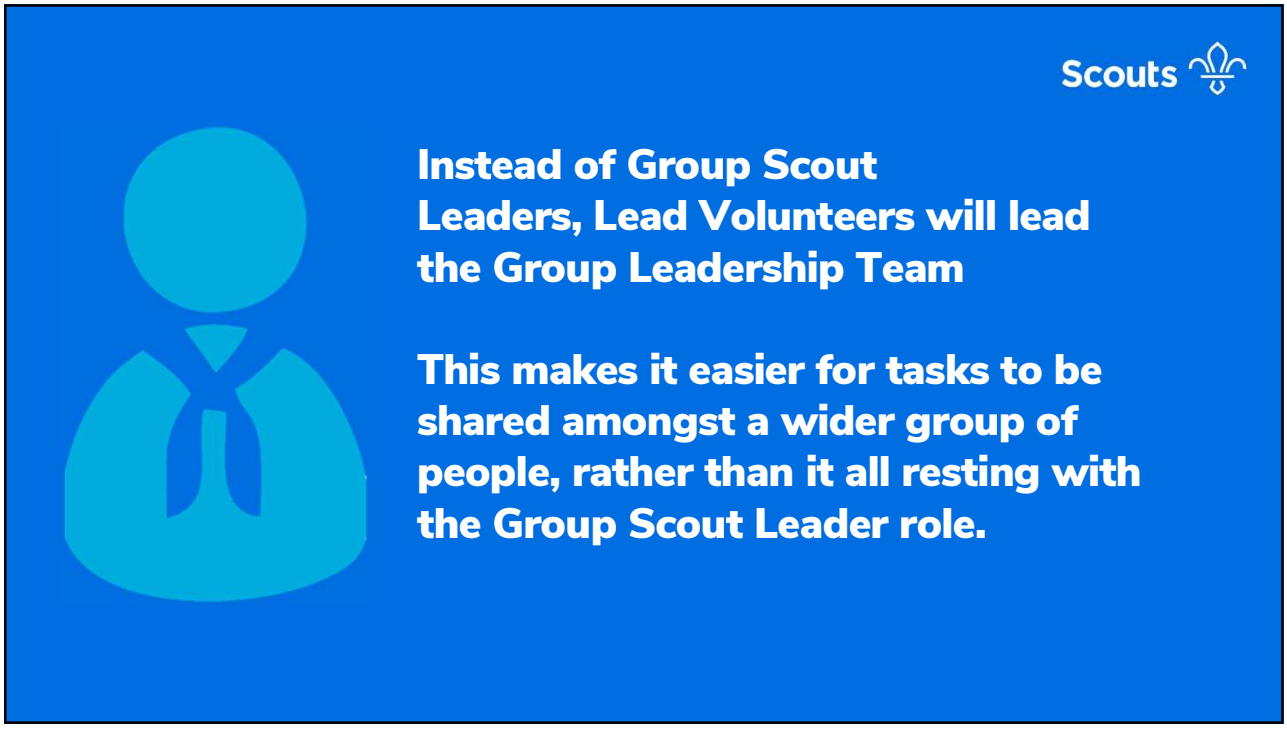
Scouts
Instead of Group Scout Leaders, Lead Volunteers will lead the Group Leadership Team
This makes it easier for tasks to be shared amongst a wider group of people, rather than it all resting with the Group Scout Leader role.

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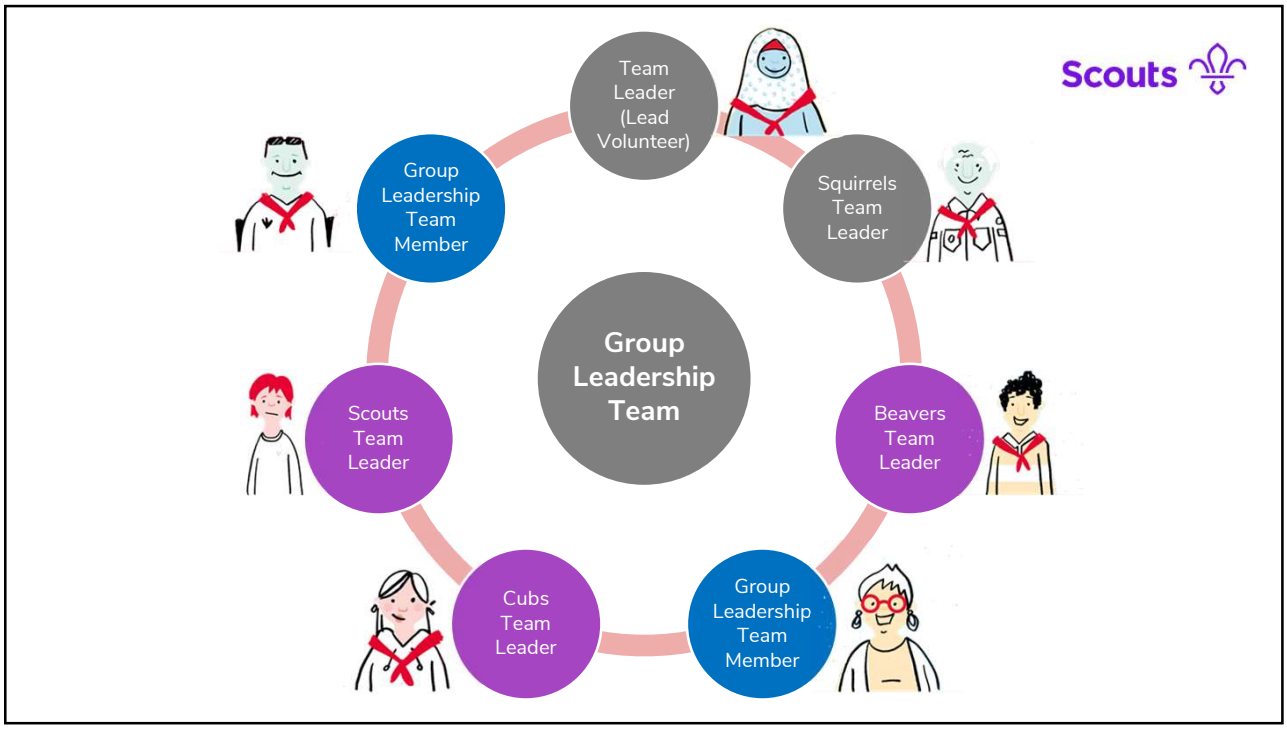

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Scouts

Group Leadership team

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

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Scouts

Tasks for the whole team
Support the Group's Sections and 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 represent their local area

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Scouts

Tasks for the whole team...
Develop our volunteers

- Work with volunteers to share skills between Sections
- Make sure volunteers in the Group's teams fulfil their safety and safeguarding responsibilities, including keeping up-to-date with changes

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Allocated tasks

Support the Group's Sections

- Make sure the Group Leadership Team runs smoothly
- Work with the District 14-24 Team to make sure there are Young Leaders in all the Group's Section Teams.
- Help Section Teams work well, using tools to measure quality where needed.

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Allocated tasks

Develop our volunteers

- Champion Our Volunteering Culture, so Team Members are aware of it, reflect on it, commit to it, and apply it
- Support all volunteers to grow and gain the skills they need (or would like)
- Make sure all teams in the Group follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts
- Make sure volunteers are doing what's expected of them, including getting learning done and having disclosure checks

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Scouts

Allocated tasks

Engage with the community

- Create and look after relationships outside Scouts to help deliver the programme and recruit adults and young people.

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Scouts

Allocated tasks

Open new provision

- Work with the District Team (and the Development Service), to open new sections

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Allocated tasks

Manage incidents

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

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Allocated tasks

Support effective processes

Oversee:

- The payment of invoices and volunteer expenses
- Enquiries from new volunteers and new members, waiting lists, and the movement of young people between Sections.
- Equipment owned by the Group.
- Meeting places (whether they're rented, leased, or owned).

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Allocated tasks
Support effective processes

Oversee:

- Supplies of uniform, including badges and clothing
- First aid kits and accident forms for all Sections and meeting places
- Membership system records for volunteers and young people, making sure they're correct and up to date

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Allocated tasks
Support effective processes

Oversee:

- Group social media platforms
- Group website and emails
- If there are staff in the Group, make sure they're properly managed and recognised

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'Governance' tasks are managed by the **Trustee Board**

'Operational' tasks are managed through the **Group Leadership Team**

(The Support Team in Districts and Counties)

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Operational tasks

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These operational tasks can be carried out by people who are also trustees, however, they will be managed as a member of the relevant team rather than in their trustee role.

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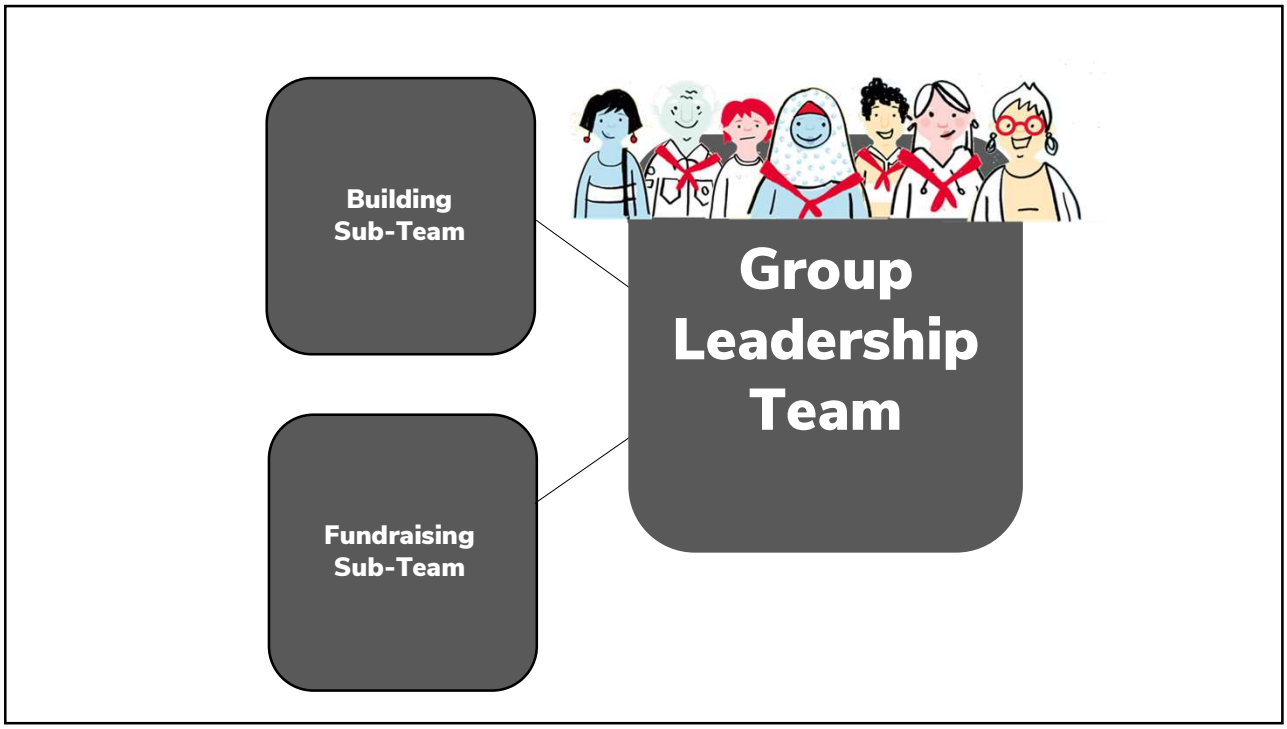

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Scouts

Scout Districts

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Scouts

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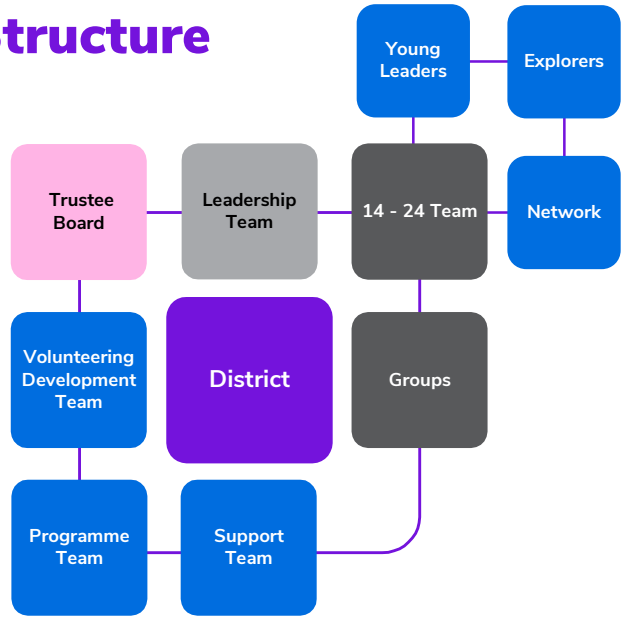
District Structure

Scouts



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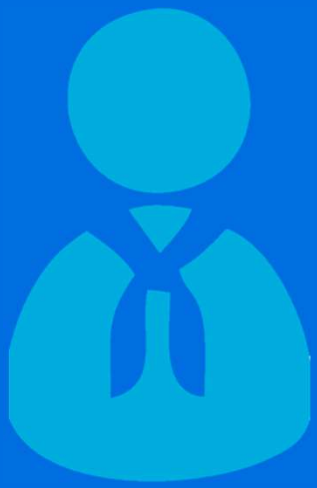
Scouts



Instead of a District Commissioner, the Lead Volunteers for the District will lead the District Leadership Team

This makes it easier for tasks to be shared amongst a wider group of people, rather than it all resting with the District Commissioner role.

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Scouts

District Leadership Team

The District Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure the teams in their District are organised, have enough volunteers, and can deliver a great programme.

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Who is in the team...

- District Lead Volunteer(s)
- District Youth Lead(s)
- Programme Team Leader(s)
- Volunteering Development Team Leader(s)
- Support Team Leader(s)
- 14–24 Team Leader(s)
- District Leadership Team Members
- Lead Volunteers of each Scout Group

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14 – 24 Section Team

The Section Team includes Explorer, Young Leader and Network Sections. They plans, delivery, and run high quality programmes safely.

They make sure all young people can take part in the programme, gain skills for life, and work towards their Top Awards.

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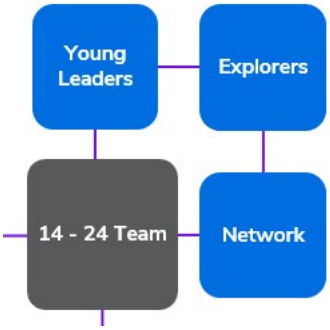
Who is in the team...

- 14–24 Team Leader(s)
- 14–24 Team Members
- Section Team Leaders of each Explorer Scout Unit
- Young Leaders Team Leader(s)
- District Scout Network Team Leader(s)



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District Support Team

The District Support Team provides support, tools and resources to help Scouts run smoothly across the District.

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Who is in the team...

- Support Team Leader(s)
- Support Team Members
- Team Leaders of any sub-teams of the District Support Team:
  - Campsites and buildings
  - District Scout Shop
  - Badge supplies
  - Communications

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Scouts

Programme Team

The District Programme Team helps every section in the District run a safe, enjoyable and high-quality programme.

To help do this, they bring Section Team volunteers together with activity experts.

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Scouts

Who is in the team...

- Programme Team Leader(s)
- Programme Team Member(s)
- Team Leaders of any sub-teams of the District Programme Team:
  - Climbing
  - Archery

Programme Team Members don't need to support a specific Section.

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Scouts

Volunteer Development Team

The District Volunteering Development Team makes sure all volunteers in the District have a positive and enjoyable volunteering experience.

They make it easy for people to join and learn new skills.

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Scouts

- Adult recruitment
- Welcome processes (support and functions)
- Learning and development
- Review
- Awards and recognition

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Who is in the team...

- Volunteering Development Team Leader(s)
- Volunteering Development Team Members
- Team Leaders of any sub-teams of the District Volunteering Development Team :
- - Welcome
  - Awards and Recognition
  - Learning and Personal Development
  - Young Leaders Training

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District Trustee Board

The Trustee Board work together to make sure Scouts is run safely and legally.

Together they make sure the District is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and POR.

Their support helps other volunteers run a fantastic programme that gives young people skills for life.

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Scouts

Scout Counties

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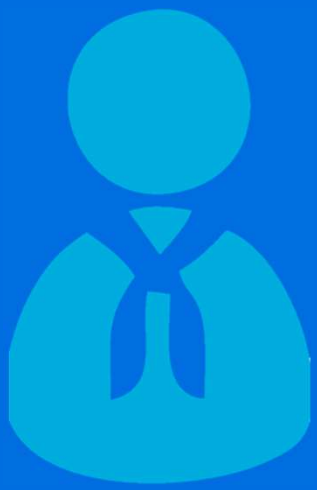
Scouts



Instead of a County Commissioner, the Lead Volunteers for the County will lead the County Leadership Team

This makes it easier for tasks to be shared amongst a wider group of people, rather than it all resting with the County Commissioner role.

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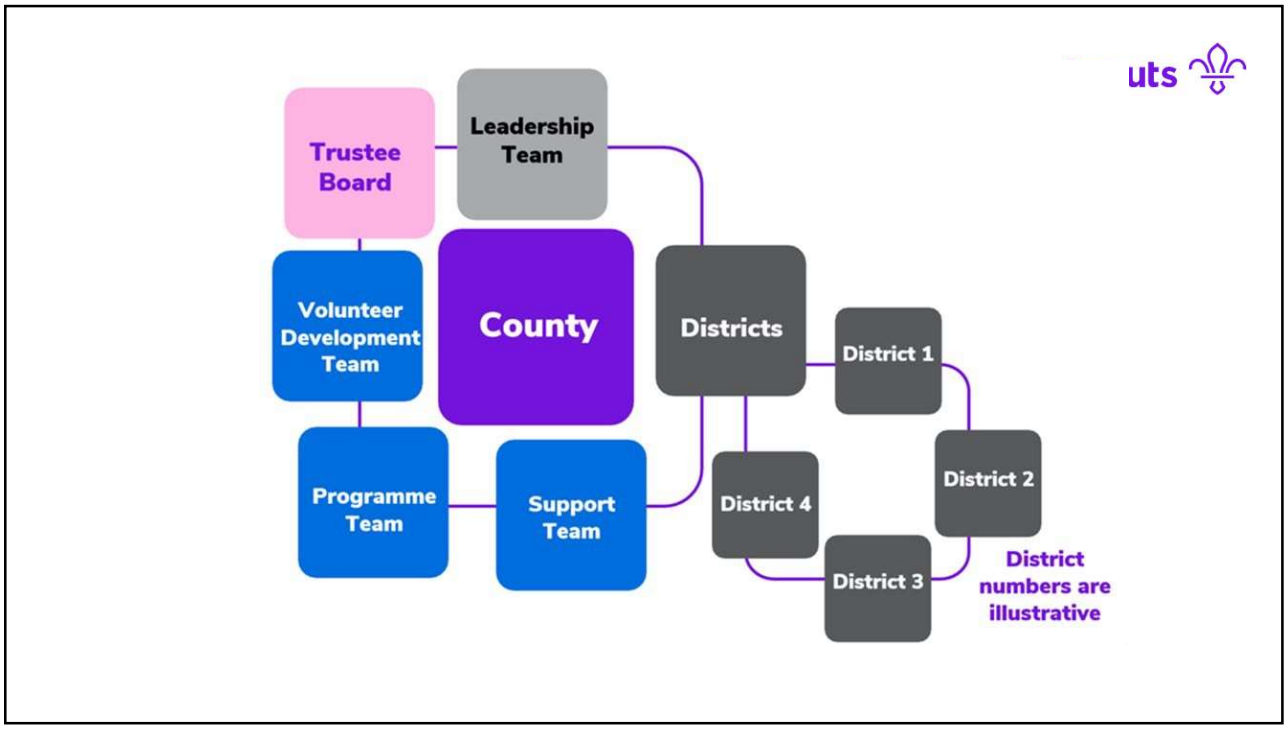

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County Teams Explained

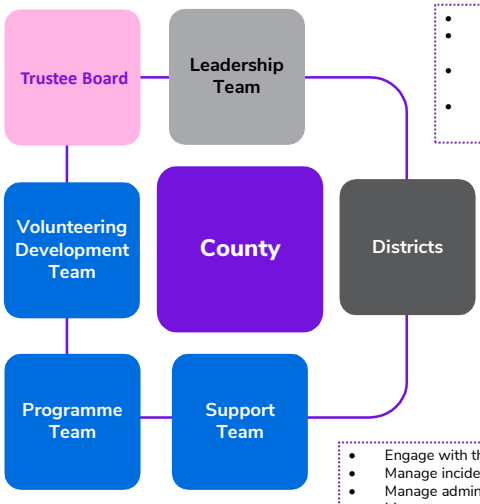
Scouts

- Look after the money
- Ensure buildings and equipment are in good working order
- Manage a risk register
- Make sure everyone follows legal requirements

For County teams and District Lead Volunteers:

- Attract and welcome new volunteers
- Ensure volunteers are well-supported
- Ensure volunteers are recognised

- Provide events best run at scale
- Lead the assessments for activity permits
- Manage approval for activities and permits



- Make sure all County teams work well
- Make sure all teams are inclusive and reflective of the local community
- Make sure safety and safeguarding responsibilities are fulfilled
- Support the County Youth Lead to support sections to be shaped by young people

Full details are in each Team Description

- Engage with the local community
- Manage incidents
- Manage administrative tasks
- Manage property and equipment

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Scouts

Roles, tasks & responsibilities

We're moving from a complex system of over 400 volunteer roles!

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For some tasks and responsibilities, we need to make sure people have the right skills, experience, learning or qualifications.

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Accreditations

Scouts

Nights Away

We can give someone permission to do these tasks by giving them an 'accreditation' on the new membership system.

Visits Abroad

DBS Processing

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Welcoming new adults into your team

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Current Roles	New Accreditation
Assessor	Activity Assessor
Award Certificate Recipient	Adult Awards Recipient
Manager of the Activity Permit Scheme	Manager of the Activity Permit Scheme
Nights Away Adviser	Nights Away Assessor
Queens Scout Award Coordinator	King's Scout Award Recipient

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Sub teams

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Sub team

Scouts

Programme Team

- Adventurous Activities Teams – for climbing, paddle Sports, hillwalking, shooting, archery
- Nights Away Team - helping our volunteers introduce nights away into their section's programme, including assistance in gaining their nights away permits
- Top Awards Team – to support young people across the District or County gain their Top Award (including DofE Awards)
- International Team - organising trips and activities
- Events Team – taking the lead in organising a large event
- Local programme delivery sub-teams - such as the Hospital Scouting Team

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Sub team

Scouts

Volunteering Development Team

- Awards and Recognition Team - working to recognise and appreciate our volunteers for their brilliant work
- Learning and Development Team - helping our volunteers with their learning
- Young Leaders Training Team – to provide learning opportunities for Young Leaders

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Sub team

Scouts

Support Team

- Growth and New Provision Team - helping Scouts to grow locally.
- Communications Team - working to engage with local media.
- Community Engagement Team - cultivating our relationships with other organisations.
- Property and Equipment Team - checking bookings and ongoing maintenance.
- IT and Digital Team - supporting IT, website, social media, email and technical aspects of wider communications

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Sub team

Scouts

Group Leadership Team

- Equipment Team - to manage and maintain group equipment
- Fundraising Team – to raise funds for the group
- Community Engagement Team – to promote the groups opportunities to join and volunteer

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Scouts

Scout Active Support Units won't continue in their current form. Instead, we'll be using sub-teams to organise our volunteers clearly within our new team structure.

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Retired Member role

Scouts

Who can be offered the Retired Member role?

The Retired Member role can be offered to people who follow ALL these conditions:

- Have a minimum of 10 years of service
- Wish to retire from all other scouting roles
- Do not expect to be active at any point in the future

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Scouts

Learning & Development

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All Teams

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Relevant
Bitesized
Collaboration
Accessible
Digital First
Scouts

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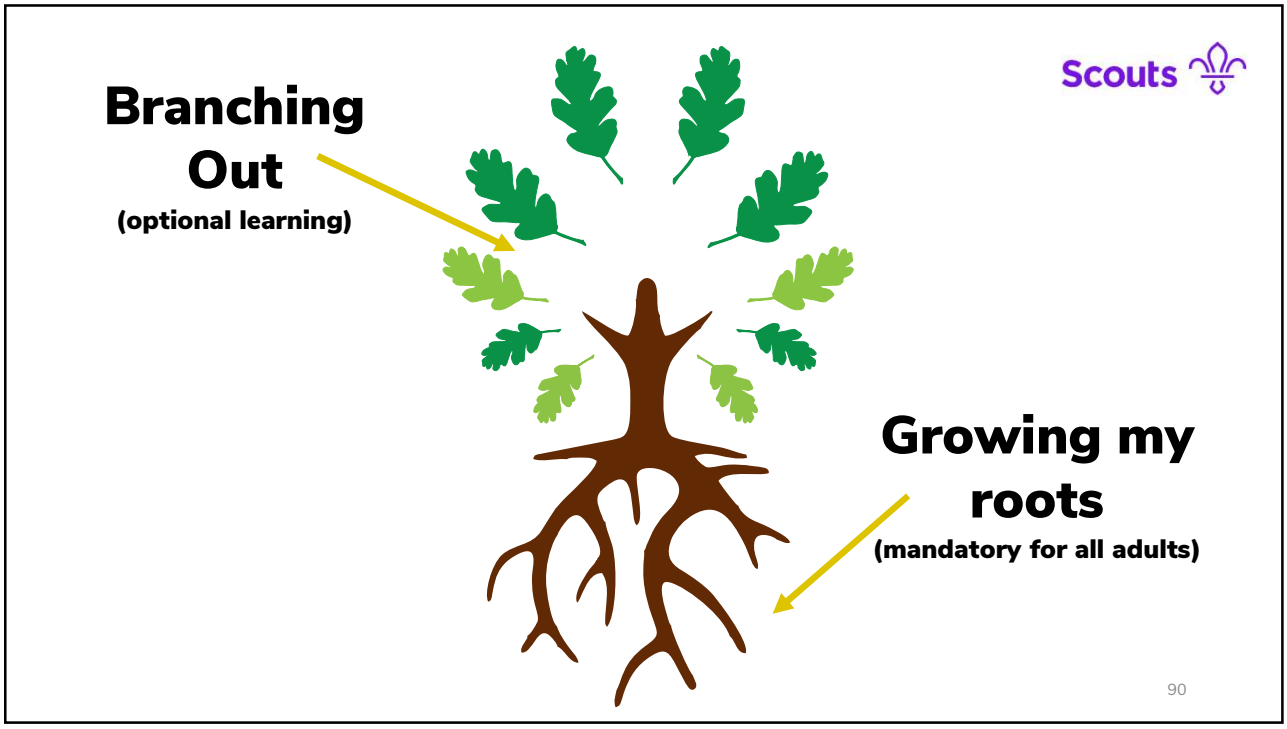
Scouts
Branching Out
(optional learning)
Growing my roots
(mandatory for all adults)
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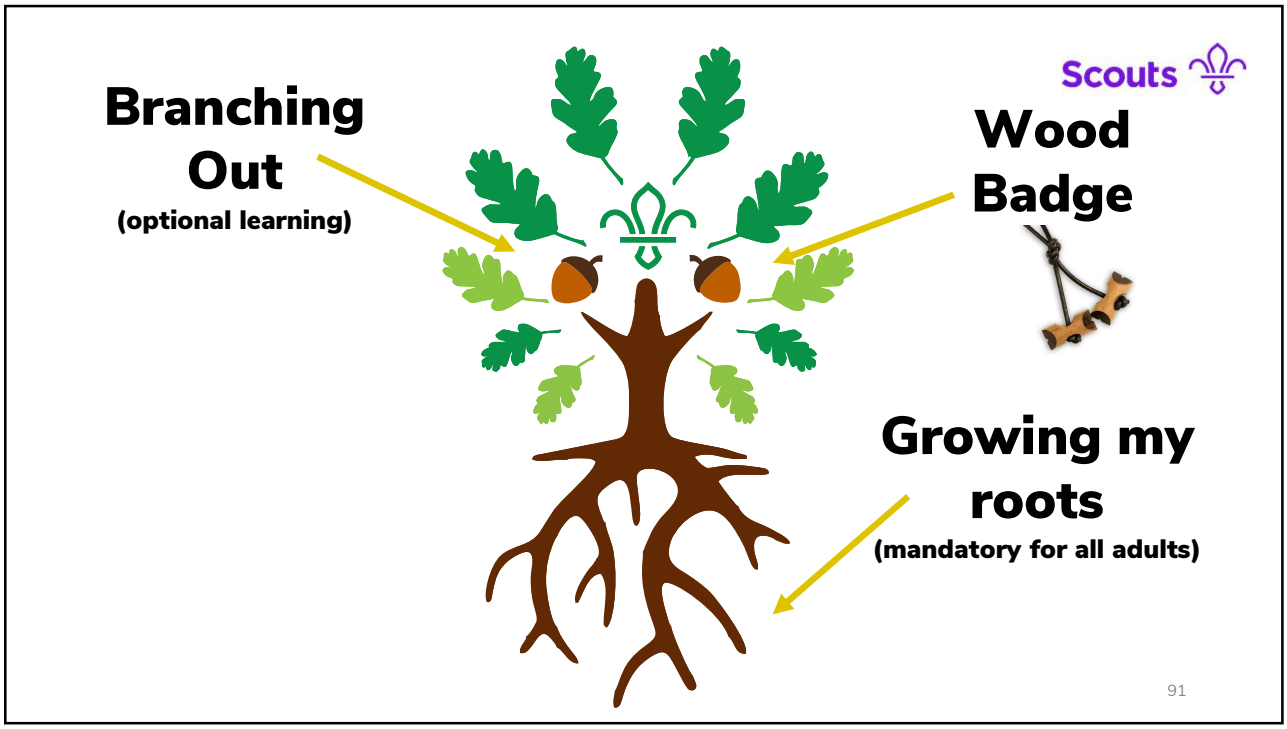
Branching Out
(optional learning)
Scouts
Wood Badge
Growing my roots
(mandatory for all adults)
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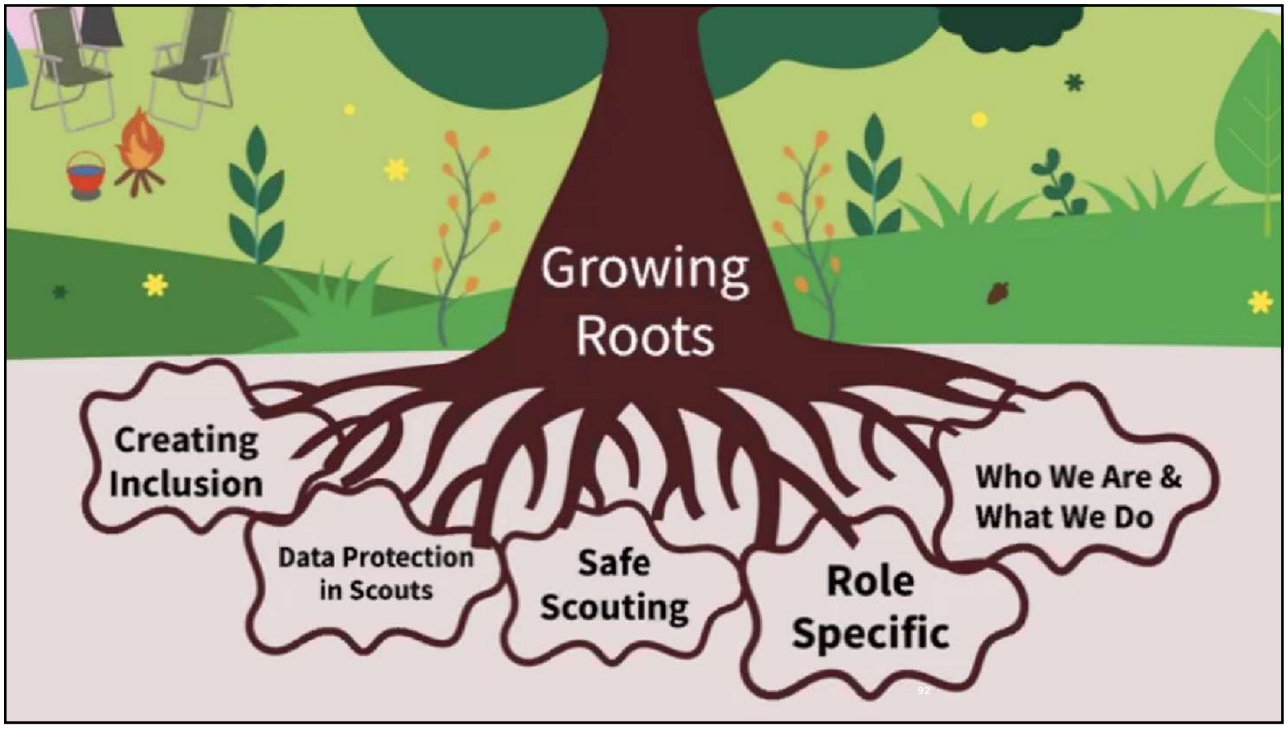
Growing Roots
Creating Inclusion
Data Protection in Scouts
Safe Scouting
Role Specific
Who We Are & What We Do
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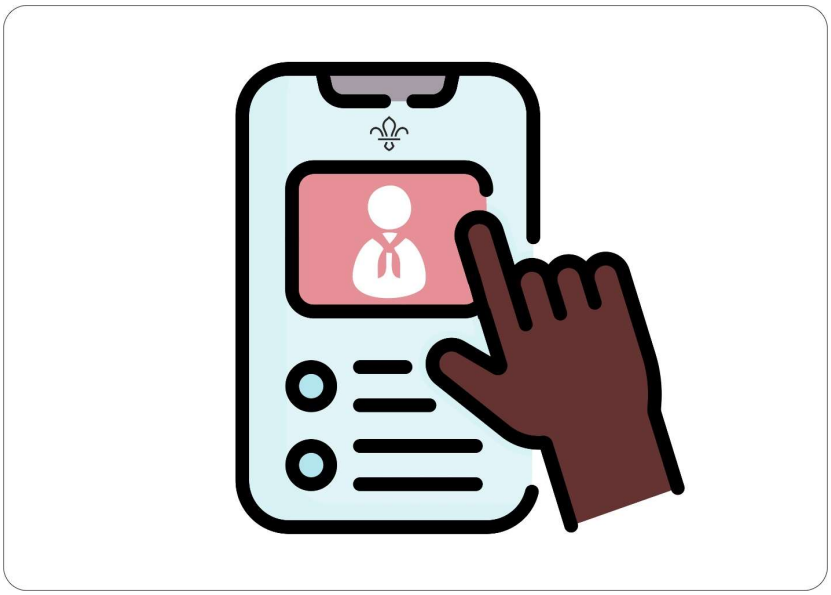
Scouts



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First Response

To be completed by all roles
within 12 months of appointment
and renewed every three years

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Our Volunteering Culture

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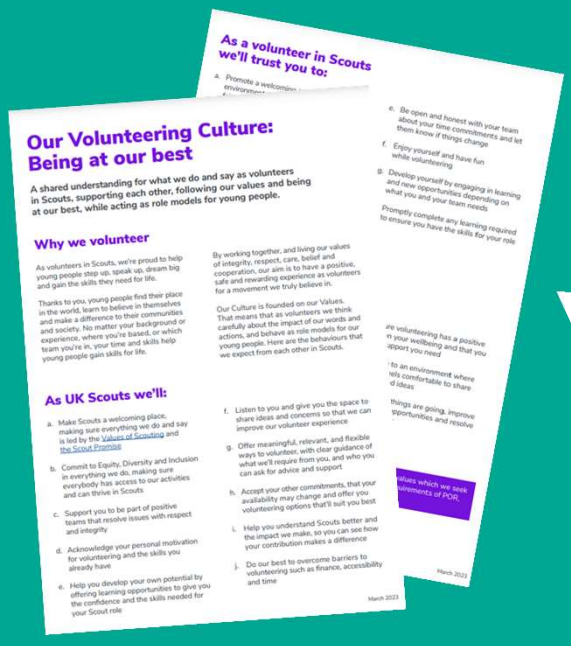

Scouts

Our Volunteering Culture

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Together, we
create a strong
positive culture

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Putting it all
together...

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Scouts

Moving to our new teams base structure

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- 85% of roles will automatically become part of a new team
- 15% will need individual local decisions based on how those roles will fit into your new teams.

As we make these changes, it's important to talk to your team and help them understand the changes, what the changes mean for them and where they fit in..

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Mapped roles

Scouts

Current Roles	New Teams
Deputy Group Scout Leader	Group Leadership Team Member
Assistant Group Scout Leader	Group Leadership Team Member
Assistant Section Leader	Section Team Member
Chair	Chair
Deputy Chair	Deputy Chair
Executive Committee Member	Trustee
Group Communications Manager	Group Leadership Team Member
Chaplain	Chaplain
Group Scout Leader	Group Lead Volunteer

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Mapped roles

Scouts

Current Roles	New Teams
Group Skills Instructor	Group Supporter
Occasional Helper	Non-member (disclosure only)
President	President
Scout Council Member	Scout Council Member
Section Leader	Section Team Leader
Section Assistant	Section Team Member
Secretary	Secretary
Treasurer	Treasurer
Vice President	VIce President

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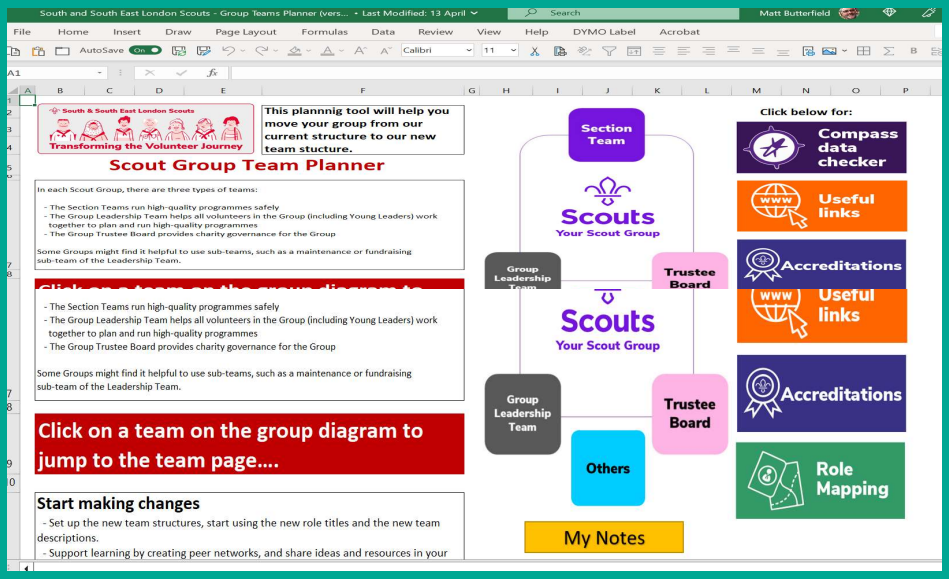
Scouts



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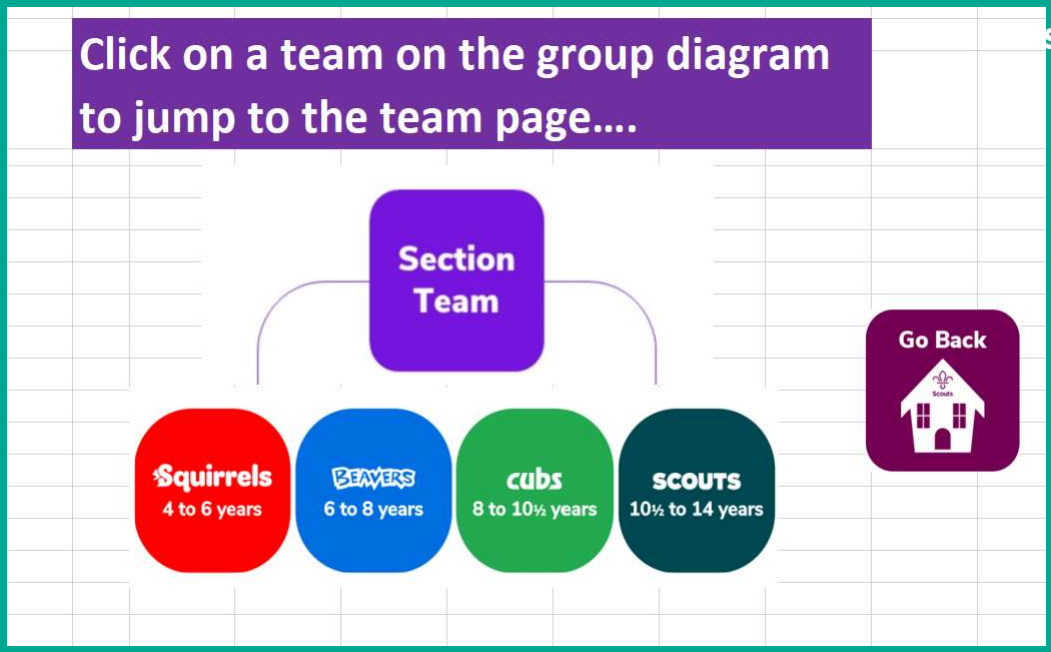
Scouts



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cubs

Go Back

Name	Current Role	New Team Designation	Accreditations		
			1	2	3
	Cub Scout Leader	Team Leader			

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Scouts

Group Leadership Team

Group Leadership Sub-teams

Go Back

Name	Current Role	New Team Designation	Leadership Team Accreditations		
			1	2	3
	Group Scout Leader	Lead Volunteer			
0	Squirrel Scout Leader	Squirrels Team Leader			
0	Beaver Scout Leader	Beavers Team Leader			
0	Cub Scout Leader	Cubs Team Leader			
0	Scout Leader	Scouts Team Leader			
0	Group Chair	Group Chair			
		Leadership Team Member*			
		Leadership Team Member*			
		Leadership Team Member*			
		Leadership Team Member*			

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COMPASS

Go Back

As you will imagine, there is a lot of data stored on Compass covering personal details, emergency contacts, appointment records and completed and required training. All of this will need to be reviewed, checked, and amended so that the data uploaded to the new system, later in 2023, is as clean and accurate as possible.

Whilst some of this can and will be done centrally at HQ, and County level, much of the personal data is just that, personal. This means that the only person to provide information and confirm held data is the person themselves. At some point therefore, over the coming weeks, your line manager; GSL, DC etc will be in touch to ensure that all your Compass records are correct and any gaps such as missing e-mail addresses, emergency contacts etc are populated. Please help the process as much as you can in responding to any requests and update data.

It is also important that we maintain this cleaned up Compass over the coming months so, please if you change e-mail address, or mobile number, ensure that you update your own Compass record. Similarly at Group and District levels, when adding, amending, or deleting appointments, do please complete all the required

Click here to download our guidance sheet to help you with tidying things up on Compass for the members of your group .

Name	New Team Designation	Team	Data Check Complete	Has unique email address	Note	
0	Lead Volunteer	Group Leadership Team	No	No		
0	Leadership Team Member*	Group Leadership Team	No	No		* if required
0	Leadership Team Member*	Group Leadership Team	No	No		* if required
0	Leadership Team Member*	Group Leadership Team	No	No		* if required
0	Leadership Team Member*	Group Leadership Team	No	No		* if required
0	Team Leader	Squirrels Team / Group Leadership Team	No	No		
0	Team Member	Squirrels Team	No	No		
0	Team Member	Squirrels Team	No	No		
0	Team Member	Squirrels Team	No	No		
0	Team Member	Squirrels Team	No	No		

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Scouts

Outcomes

Prior to the introduction of our new digital tools in February ‘24…

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Action for all volunteers

Scouts

All our adults think of themselves as part of a team, instead of as an individual.

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Action for all volunteers

Scouts

Everyone is familiar with their new team description and team tasks

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Action for Sections & Groups

Scouts

Decide who's going to be the Team Leader(s) in each Section

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Action for Sections & Groups

Scouts

Use our new team descriptions, to decide who is each of the Group's Section Teams and the Group Leadership Team will complete each of the allocated tasks.

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Scouts

Aim to have your new teams in place and operational in September (2023)

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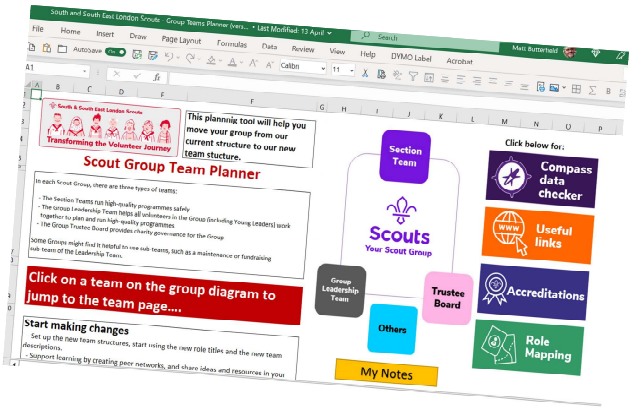
Resources

Scouts



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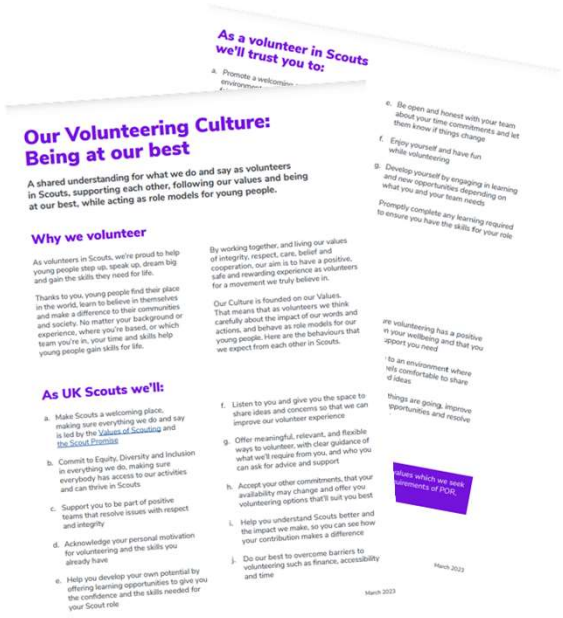
Scouts



Our Volunteering Culture

Scouts

tinyurl.com/vol-journey

Scouts

Welcome to our members area › Places › Our Skills for Life Plan › People

Transforming the volunteer journey

View | Edit | Delete

"As scouts we know that amazing things happen when we work as a team, that's why Greater London South East and Greater London South are working together to design and implement our local change plans for both our counties. You can find out more about our change team below.

Scouts South East London

Scouts South London

Three: defined aims
1. Work smarter 2. Function easier 3. Be better

It's important that scouts is a great place to volunteer, where every volunteer matters, and every volunteer has fun. We want to live this in how we treat each other and take part in our roles. This will encourage new people to join us and for those already involved to

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Scouts

Take a look at the changes in detail...

Change 1: A warmer welcome for everyone

We're going to make a better first impression for new or returning volunteers. It'll be clear where to sign up, what to expect, and what stage they are at. They will also be in control of moving this forward as much as possible.

Change 2: A more engaging learning experience

We know learning needs to be flexible, accessible, and easy to deliver and record. We also know people learn best through a combination of online and in-person learning, so our approach will be digital first but will include workshops and 'on the job' stuff (these will offer networking opportunities too).

Change 3: Simplifying our roles and structures

We know that asking people to become leaders (or other specific roles) doesn't suit everyone. People need to be able to volunteer in whichever way they can and want to do, focusing on the areas they have skills or interest in – and without having to take on the world.

Change 4: Useful digital tools

More support to help you get everyday things done

Our 4-step process to help you roll out changes locally

Change management is a process that supports people to embrace change. It takes them from where they are now to where they need to be in the future.

Things to do...

A handy list of things you can do to help your group move to our new ways of working...

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Policy, Organisation and Rules

October 2023

scouts.org.uk
#SkillsForLife

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Transitioning to Trustee Boards

Scouts

To close...

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Making volunteering easier and more fun is how we reach our North star...
More young people gaining skills for life
Consistently and safely deliver a great programme
Recruit more volunteers and retain current ones
Scouts

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Thank you

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