

# Role description for an ... Assistant Explorer Scout Leader



Item Code FS330051 Date May/04 Edition no 1

0845 300 1818

**Title:** Assistant Explorer Scout Leader

**Outline:** Support the operation of the Explorer Scout Section; in particular, the planning and delivery of the Balanced Programme to the Section, with the help of other Assistant Explorer Scout Leaders, Unit Assistants.

**Responsible for:** This depends on the specific tasks agreed with the Explorer Scout Leader and the District Explorer Scout Commissioner.

**Responsible to:** District Explorer Scout Commissioner.

**Main Contacts:** Explorer Scouts, parents / carers of the Explorer Scouts, Explorer Scout Leader, other Assistant Explorer Scout Leaders, Unit Assistants, Explorer Scout Leader (Young Leaders) District Explorer Scout Commissioner and District Explorer Scout Administrator.

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

"General" Main Tasks	"Specific" Tasks Agreed with the Explorer Scout Leader in consultation with DESC
<ul style="list-style-type: none"> <li>Aid the Explorer Scout Leader in the delivery of a Balanced Programme for the Explorer Scout Section taking into account needs interests and abilities of the Explorer Scouts.</li> </ul>	
<ul style="list-style-type: none"> <li>Agree responsibilities with the Explorer Scout Leader and other members of the Unit Leadership Team, taking into account when appropriate, the development of the individual's Personal Learning Plan</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in POR, governing meetings, events, and other adventurous activities and the young people first initiative.</li> </ul>	
<ul style="list-style-type: none"> <li>Encourage every member of the Unit to attend at least one camp each year.</li> </ul>	
<ul style="list-style-type: none"> <li>Actively cooperate with the County Scout Network Commissioner, local Scout Network Co-ordinators and Administrator to promote the moving on award.</li> </ul>	

**The Scout Information Centre**

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

<ul style="list-style-type: none"> <li>• Work with the Explorer Scout Leader in the provision of the Moving On Award for Scouts working closely with the Scout Leader(s) and Group Scout Leader(s)</li> </ul>	
<ul style="list-style-type: none"> <li>• Actively support and promote the involvement of Explorer Scouts in the Group awards working with other Sections.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be aware of the Unit and District's financial procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>• Offer assistance to ensure accurate records are kept of the Explorer Scouts in the Unit, including home contact and medical details as well as the camps and activities they attend and the awards and badges that they earn. All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the CSNA when the Explorer Scout reaches the age of 17.</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend meeting of the Group(s) Council(s), if specified in the Unit's Partnership agreement(s).</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend meeting of the District Council, District Explorer Scout Meeting as well as other meetings of leaders at District and County level.</li> </ul>	
<ul style="list-style-type: none"> <li>• To carry out self review.</li> </ul>	
<ul style="list-style-type: none"> <li>• Work with Training Adviser to complete Adult Training.</li> </ul>	
<ul style="list-style-type: none"> <li>• Make and retain relationships with parents / carers of the Explorer Scouts.</li> </ul>	
<ul style="list-style-type: none"> <li>• Any other tasks as agreed with Explorer Scout Leader.</li> </ul>	