

Group Leadership Team

Purpose

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.

Who's in the team

- Group Lead Volunteers
- Team Leaders of each Section Team
- Other volunteers in the team are called Leadership Team Members

Tasks for the whole team

Support the Group's Sections

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.

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.

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.

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.

Engage with the community

- Create and look after relationships outside Scouts to help deliver the programme and recruit adults and young people. This could include local community leaders, other youth groups, volunteer recruitment agencies, and local media and social media outlets.

Open new provision

- Work with District Teams to open new Sections.

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).

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