



Volunteer Job Specification

SA Branch

Dated: August 2008

Position	Group Leader
Reports To	District Commissioner
Reporting To The Position	<ul style="list-style-type: none"> • Section Leaders • Group Committee
Brief Overview	The Group Leader is responsible for the welfare, progress and learning of Members within the Group and the continued development of the Scout Group in the local community.
Specific Duties	<ul style="list-style-type: none"> • Accept overall leadership of the Group with the support of the Group Council and Group Support Team (Group Committee) • Provide effective leadership of the Scout Group • Develop, maintain and grow a Scout Group to meet the needs of the local community <p>Training and Mentoring</p> <ul style="list-style-type: none"> • Lead and co-ordinate the recruitment of Leaders and ensure support and monitoring of their training is carried out as per Branch requirements • Ensure each Leader undertakes a role review every three years and submitted to District as required. • Personally discuss individual performance of all Leaders in the Group every twelve months <p>Youth and Programming</p> <ul style="list-style-type: none"> • Responsible for the welfare, progress and learning of Youth/Leaders/Group Supporters within the Scout Group • Responsible for the development of a complete Group as defined in Policy and Rules (Joey Scouts, Cub Scouts, Scouts and Venturers) • Regularly monitor Section Programs and visit each Section at least once every term, participating in section programs when required • Approve all applications for activities (Programs, menus and appropriate Leader qualifications) • Ensure Sections attend District and Branch activities appropriate to their Section regularly • Ensure a friendly atmosphere prevails in the Group and that in particular new youth and Leader members and their families are made to feel welcome.

Management and Administration

- Recommend and report as necessary on the granting, transfer and cancellation of appointments in accordance with Branch Procedures and Rules
- Make recommendations with respect to Adult Recognition Awards to both uniform and non uniform personnel each year in December
- Investigate or refer to the District Commissioner for investigation any disputes between members of the Movement including any appeals by Scouts against their dismissal.
- Ensure that the Group has a well documented induction package for the following people and ensure it is distributed within 4 weeks of the prospective person's visit
 - Youth, Parents & Caregivers
 - New Leaders
 - Group Support Team
- Ensure operations are in accordance with the Association's *Safety Standards and Procedures*, its *Policy and Rules*, and the *Administrative Practices* of the Branch as well as State legal requirements (e.g. discrimination).
- Ensure social occasions are organised for Leaders, Adult supporters and their families at least once every twelve months
- Responsible for establishment and maintenance of Group Support Team* [Group Committee]
- Hold a Group Support Team* meeting quarterly (as a minimum)
- Conduct a Group Council quarterly (as a minimum)
- Co-ordinate a joint meeting of the Group Council and Group Support Team* at least once per year
- Minutes/actions arising from Group Meetings are to be put in writing and distributed to all in a timely manner
- Ensure completion of a twelve month Group Strategic Plan in consultation with the Group Council and Group Support Team* each year
- Ensure effective communication within the Group with all stakeholders, on a regular basis either personally or in written form
- Regularly check that the collection and payment of Membership Fees and all accounts is being achieved
- Submit a certified audit of the Group's financial records to the District Commissioner by the nominated date each year

Community and Facilities

- In conjunction with the Group Support Team ask local community welfare and volunteer support staff to assist the Group with provision of grants and other assistance
- In conjunction with the Group Support Team ensure hall, grounds and equipment are in good condition and grounds regularly cleaned and maintained so that they comply with Scouting, and Local Government building codes and Occupational Health & Safety requirements
- Co-operate and maintain good relationships with volunteer and community organisations eg Rotary, Lions, Youth Clubs, Schools, Churches

	<ul style="list-style-type: none"> • Invite Government community staff, Mayors, Business Leaders and local dignitaries to key Group activities <p>District and Branch Support</p> <ul style="list-style-type: none"> • Utilise the support and assistance made available to the Group by the Branch • Attend and participate in District Council (GL Meeting) and perform such duties and tasks as reasonably assigned by this Council.
Term of Appointment	<ul style="list-style-type: none"> • Normally three years, unless a lesser term has been mutually agreed. • Incumbent may be reappointed. • Current agreed term from -
Qualifications	<ul style="list-style-type: none"> • Child Safe Environments (Level 2) – 7hr course • Several years experience as a Leader • Qualified Wood Badge - Leader of Adults – desirable • Qualified Wood Badge – Leader of Youth (Section) – highly desirable
Personal Attributes	<ul style="list-style-type: none"> • Enthusiasm and strong commitment for Scouting • Ability to communicate with and motivate Adult Leaders and parents and work harmoniously with them • Ability to communicate with all levels of Scouting and the community • Effective leader of people. • Prepared to complete all the modules of the Leader of Adults Development Program. • Prepared to share leadership and develop other Leaders. • Ability to develop strategies and plans • Carry out investigations, write reports and recommendations • Accept the <i>Aims and Principles</i>, and abide by the <i>Policy and Rules</i>.
Scheduled Meetings	<ul style="list-style-type: none"> • Attend and report to the District Council meeting chaired by the District Commissioner • Group Support Team* meeting quarterly (as a minimum) • Group Council quarterly (as a minimum)