



# Job Description:

## Assistant Scout Group Leader

### Role Purpose

To assist the Scout Group Leader (SGL) to manage and coordinate the effective implementation of the Principles of SSA in the Group in accordance with the SSA Constitution, Organisational Rules and Policies.

### Functions

To assist the SGL in fulfilling any of their functions , as requested by the SGL, which may from time to time include:

1. Manage and Represent the Group
  - a. Represent or delegate a representative for the Group at the triannual Partners Meeting.
  - b. Chair a monthly meeting of the Group Committee and ensure that a uniformed representative of each unit in the Group attends.
  - c. Ensure that the Group holds an AGM and operates according to the SSA Financial and Fundraising Policies.
  - d. Ensure that Group Records are properly maintained and kept up-to-date.
  - e. Ensure the Group complies with the Requirements as agreed in the SPA signed by the group.
  - f. Manage adherence / compliance to the policies of the SSA and implement the disciplinary process.
2. Support and enable the activities in the Group
  - a. Liaise with the District Commissioner on a regular basis through the medium of regular District Team Meetings.
  - b. Facilitate communication between all members of the Group.
3. Encouraging the growth of Scouting in the District
  - a. Guide Scouters in the Group in their various functions and responsibilities (whilst delegating the fullest amount of responsibility in the actual management of the Pack/ Troop or Crew to the Scouters), and undertake frequent visits to Pack / Troop and Crew activities or meetings.
  - b. Participate in the Going-up-Ceremony of every Cub as well as the investiture of every Cub, Scout and Rover.
  - c. Actively support Pack, Troop, Crew, District, Regional and National events and projects.
  - d. Assist with the identification and recruitment of badge examiners for Cub, Scout and Rover badges and awards.
  - e. Nominate Group members for awards.
4. Recruitment, Mentoring and Training
  - a. Ensure members in the Group complete the training required, appropriate to the positions they hold and to encourage completion of the Woodbadge and continuous personal development.
  - b. Seek and obtain adequate adult assistance in the ratio of one adult to six Cubs /twelve Scouts.
  - c. Interview prospective adults and submit applications to the District Commissioner.
  - d. Ensure a suitable mentor is appointed per Scouter in the Group;
  - e. Ensuring Members details are registered on the Membership database

- f. Ensuring Group members are linked to the relevant mailing lists or relevant communication means.
5. Whatever else the SGL might reasonably require of the ASGL in the best interests of SSA.
6. Undergo an annual Personal Development Review with the SGL.

### Accountability & Reporting Structure

Applicable Policies to the Role:	All SSA Policies Apply to this Role and will be utilised in this Role.
Report to	SGL
Peers	ASGL's
Assists Management of	Group Committee Members Troop Scouter and Assistant Troop Scouter Pack Scouter and Assistant Pack Scouter Rover Scouter
Supports	N/A

### Delegated Power

1. Recommendation on awards/submissions/charges/policy relevant to rank.

### Period of Warrant

5 years renewable for 3 and then 2 years. Thereafter the warrant cannot be renewed for the role.

### Appointment Procedure

Process as described in the Adult Support Policy.

### Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for: