



# **Job Description: Support Team Member: Groups**

## **Role Purpose**

To support the effective implementation of Scouting in the Region in accordance with SCOUTS South Africa (SSA) Constitution, Organisational Rules and Policies.

To provide direct, practical support to Groups as directed by the RTC: Group Support or the Regional Commissioner.

At the request of a DC: to assist a DC to represent the interests and views of the Groups at Regional Level.

## **Functions**

1. Support to Groups in the Region:
  - a. Visit, support and advise the Groups, Scout Group Leaders, Committees and, where applicable Sponsors (Schools, churches or NGOs) to develop
    - i. an effective Group team and structures,
    - ii. a Group Committee
    - iii. effective communications within the groups and between the Group, District and Region.
  - b. Assist the Groups and SGLs to identify and recruit Scouters from the community.
  - c. Liaise with DCs, RTCs, and their Support Team Members to ensure support for the Units and Scouters in the Groups.
  - d. Ensure that the Groups manage their finances in accordance with the SSA Finance, Fundraising and Administration Policy.
  - e. Assist in interpreting and applying SSA Policies and Directives.
2. Communication:
  - a. Regularly meet with members of the Groups to develop effective communication between the Groups, the District and the Regional Teams.
  - b. At the request of a DC, represent one or more Groups at District and Regional Meetings to:
    - i. Share information from Groups with the meetings
    - ii. Be able to report back to Groups from the meetings
  - c. Ensure that Groups and Scouters are on the SSA national Database and mailing Lists.

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Where necessary ensure that Groups receive all Regional and District communications via other means.

3. Monitor training and communication standards of the Groups:
  - a. Support the training and assessment processes by assisting SGL's in identifying the training requirements needed for Scouters in their Groups and assisting with the booking process.
  - b. Assist with assessments and provide advice to the Committee, SGL and DC where necessary.
  - c. Provide assistance and guidance where necessary to all Scouters.
  - d. Ensure Groups and Members are registered in the SSA systems in accordance with Policies.
  - e. Assist the SGL and members of the Group to complete and submit all documentations required by the Region.
4. Assist with Regional/District events and activities where applicable:
  - a. Perform / implement any project / task / assignment, as required by the RTC: Groups.
  - b. Liaise with respective RTCs and Support Teams to ensure that Regional and District activities are accessible to the Groups as well as being properly communicated.
  - c. Encourage diversity and inclusivity within the Region by promoting interaction within District/s and Region between Youth Members from diverse communities.
5. Provide input to the on-going improvement, development and implementation of the SCOUTS South Africa initiatives.
6. Perform / implement any project / task / assignment, as required by the RTC: Groups.
7. To ensure regular discussions, at least once a year, take place with your next-in-line Scouter.

### Reporting Structure

Report to:	RTC: Groups or RC
Peers:	Support Team Members: Meerkats, Cubs, Scouts and Rovers
Manages:	N/A
Supports:	SGLs, DCs, Committees in Groups District Commissioners

### Delegated Power

1. Recommendation on Awards/Submissions / Policy relevant to rank.



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**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:  
(To be completed on a case by case basis to suit the specific circumstances in the Districts)

