

Workshop 1 (45 minutes)

Making our teams-based approach come to life:

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Team Descriptions



Team descriptions and their tasks are part of the changes introduced in 2024

These include Team descriptions for:

- Group and 14 to 24 Teams
- Section Teams
 - Group: Squirrels, Beavers, Cubs and Scouts
 - District 14 to 24 Teams: Explorers and Network
 - Trustee Teams
- Other District & County Teams

Focus: What leading a team means: [Leading a team | Scouts](#)

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Lead Volunteers and Team Leaders



Team Leaders and Lead Volunteers work with Team Members to share tasks out:

- Each team can have at least one Team Leader.
- Leadership Teams are led by Lead Volunteers and made up of other Team Leaders and Leadership Team Members.
- Team Leaders and Lead Volunteers work with Team Members to share tasks out and make sure the team runs smoothly.

***Note:** The Lead Volunteer role of each Group, District or County can be shared by, say 2 or 3 people, who share the tasks between to spread the load.*

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What leading a team means:



[Leading a team | Scouts](#) -Team Leaders and Lead Volunteers work with Team Members to share tasks out and make sure the team runs smoothly to:

Create a positive team environment

- Agree how Team Description tasks are shared among Team Members by considering skills, interests, and availability.
- Make sure the team puts young people at the heart of what they do, so they can create inspiring teams and brilliant programmes.
- Make sure the team is open and inclusive and adapt team activities and tasks to be accessible to everyone.
- Make sure everyone in the team is safe and following safety and safeguarding procedures.

Help volunteers find what they need

- Help Team Members find learning and networking opportunities.
- Encourage Team Members to share what's happening in the team and find out where they might need support.
- For Lead Volunteers in Districts and Counties, make sure volunteers have the permits or accreditations they need to carry out specific, allocated tasks (where relevant).

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What leading a team means:



[Leading a team | Scouts](#) (cont'd)

Attract and welcome new volunteers

- Help recruit new volunteers (with the Leadership Team and Volunteering Development Team) so there's always enough people in the team.
- Make sure new volunteers are warmly welcomed and complete their learning.

Reflect and review

- Set up regular team self-reviews (at least once a year) to give everyone a chance to reflect on successes, and plan for the future.
- Carry out individual reviews with each Team Member. For Section Teams, they're held by a member of the Group Leadership Team (for Squirrels, Beavers, Cubs and Scouts) or District 14-24 Team (for Explorers).

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Team Descriptions – for information



- Group and 14 to 24 Team Descriptions

[03-group-leadership-team-november-2024.pdf](#)

[05-district-14-24-team-november-2024.pdf](#)

- Section Team Descriptions

- Group: Squirrels, Beavers, Cubs and Scouts

[02-section-team-november-2024.pdf](#)

- 14 to 24 Teams: Explorers and Network

[06-district-explorer-young-leader-and-scout-network-section-teams-november-2024.pdf](#)

- Trustee Board Team Description

[01-trustee-board-december-2024.pdf](#)

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Table discussion



10 minutes

1. In respect of what leading a team means, as a Group Lead Volunteer / District 14 to 24 Team Leader, how much of your focus has shifted (or how much would you wish to shift) in this direction?
2. How are the Team Descriptions impacting how you operate as a Group Leadership Team or District 14 to 24 Team?

Please provide your feedback using the Post-It pads provided. Also note using the Post-Its' any questions or general comments / feedback.

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Recruitment into Teams



Attract and welcome new volunteers

- Help recruit new volunteers (with the Leadership Team and Volunteering Development Team) so there's always enough people in the team.
- Make sure new volunteers are warmly welcomed and complete their learning

Recruitment into Teams: [Recruit - Section Team | Scouts](#)

Recruitment through:

- the Volunteering Opportunities Tool
- external websites: Volunteering Cambridgeshire, Reach Volunteering etc

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Volunteering Opportunity Tool



- Accessed through My Membership. User Guides available at: [Manage volunteer enquiries | Scouts](#)
- All volunteers can access: 'Find a Volunteering Opportunity'
- Team Leaders, Lead Volunteers, Chairs, Recruiters can access Create a Volunteering Opportunity
Note Recruiter is an accreditation that Group Lead Volunteers can issue to allocate this task.

Find a volunteering opportunity

Enter your location and preferences to find a volunteering opportunity near you.

Location

Choose distance

10 Miles

Availability

Select the days of the week you're available

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Select the time of day you'd like to volunteer

Morning Afternoon Evening

Select the groups you'd be interested in volunteering with

Alternatively, select the 'Behind the scenes' option if you'd prefer a different kind of volunteering opportunity.

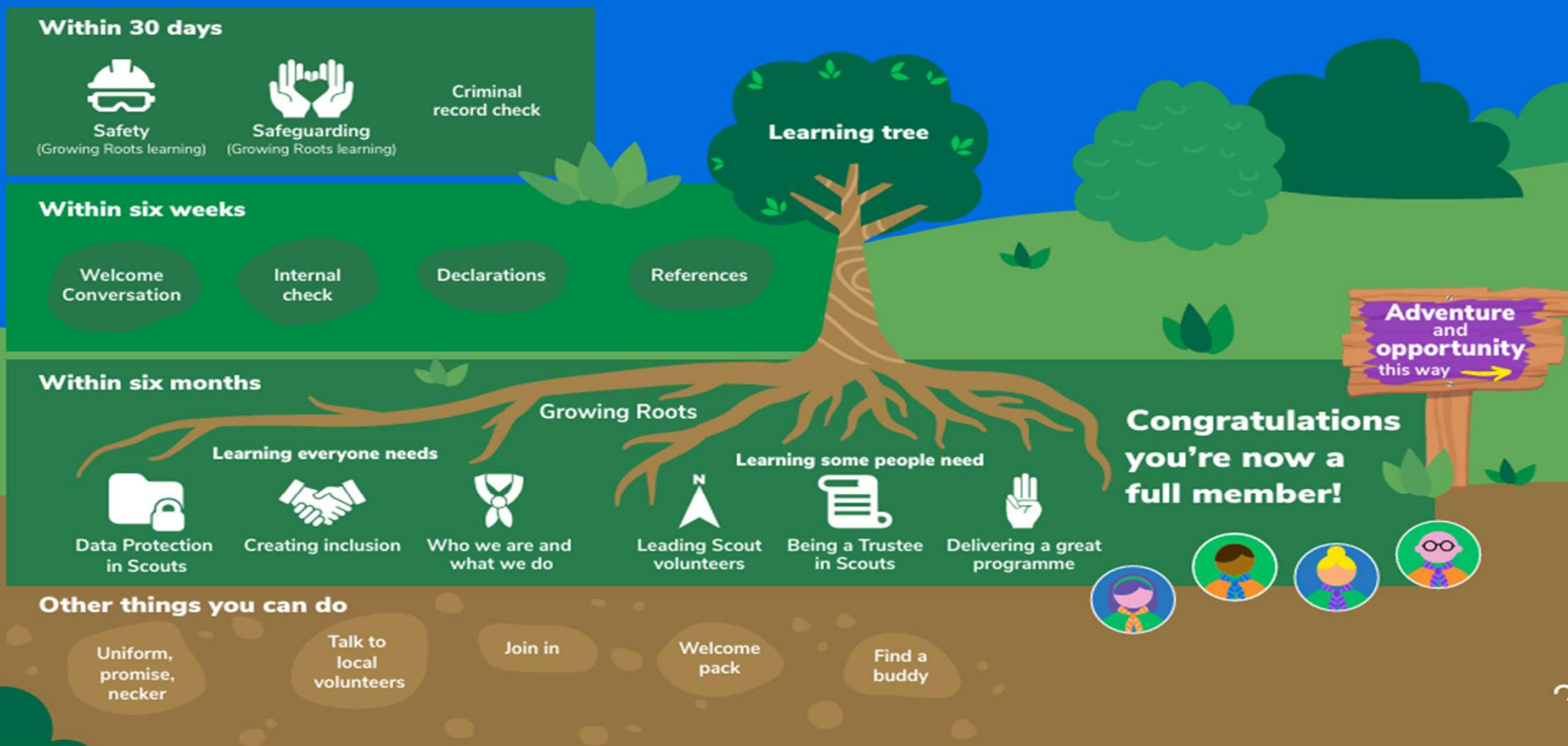
 4-6 years	 6-8 years	 8-10 1/2 years	 10 1/2 - 14 years
 14 - 18 years	 18 - 25 years		

The volunteer joining journey

Joining anywhere new can be daunting. We want to make sure you feel equipped and ready to get stuck into volunteering at your own pace.



Begin your volunteer joining journey.



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Explaining the Joining Journey

The Volunteer Joining Journey The first six months

Within 30 days

Safety and
Safeguarding
Learning

Start
Criminal
Record Check
*(within 60 days in
Scotland and
Northern Ireland)*

Internal
Check

Declarations

Welcome and Checks

Welcome
Conversation

References

Trustee
Eligibility
Checks

Growing Roots Learning

Learning
everyone needs

Learning
some people need

Who we are and
what we do

Data Protection

Creating Inclusion

Leading Scout
volunteers

Being a Trustee

Delivering a great
programme

- Check in with new volunteers at the start of their journey.
- Explain how Scouts works, checks required, learning they'll need to do and share the [Safe scouting cards](#).
- Introduce them to others, agree tasks, discuss making the Promise and getting a uniform (if relevant), share the [welcome pack](#) and explain where to get support.

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Welcome Pack



[welcome-pack-for-new-joiners.pdf](#)

Volunteer Welcome Pack 3

General expectations

As a volunteer at Scouts, there are a few important things to keep in mind.

We want everyone at Scouts to feel included and respected. At Scouts, we're always learning and growing so we can be the best we can be. Teamwork is key to getting on well with fellow volunteers and making sure everything's working as it should. Following our rules and guidelines is a must to keep everyone safe.

The Yellow Card is our Safeguarding Code of Conduct for Adults. It tells you how to keep children and young people safe by reporting safeguarding concerns. The Purple Card provides guidance on Safe Scouting and emergency procedures. The Green Card sets out our policy on alcohol for adults involved in Scouts. You'll be given the Safety and Safeguarding cards when you start volunteering.

You're also here to have fun, do good and feel good. You'll get to help young people grow and learn, guided by our culture and values.

As Scouts, we're guided by our values:

- **Integrity**
We act with integrity; we are honest, trustworthy and loyal.
- **Respect**
We have self-respect and respect for others.
- **Care**
We support others and take care of the world in which we live.
- **Belief**
We explore our faiths, beliefs and attitudes.
- **Co-operation**
We make a positive difference; we co-operate with others and make friends.


Volunteer Welcome Pack 4

What we wear

As an adult volunteer, you can choose to wear uniform. Your standard uniform includes a shirt or blouse. There are optional items such as Scout activity trousers, but you aren't expected to wear these all the time.

The reason we wear a shirt or blouse is to show we're part of a team and proud to represent Scouts. We display our badges and achievements on our shirts or blouses too, so wearing a uniform can reflect our Scouts journey and make us even more proud to wear it.

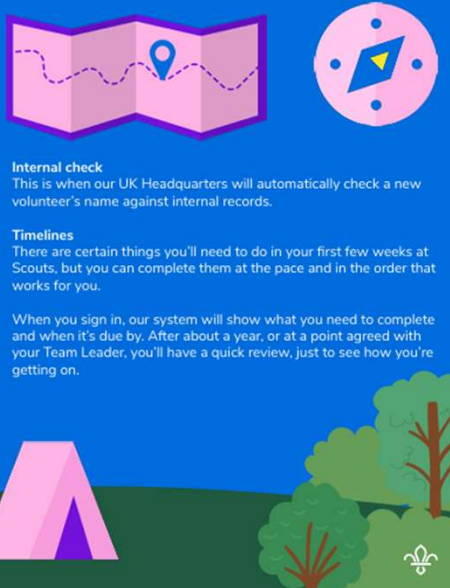
All Scout Groups wear a scarf too (also known as a neckie or a necker), which is unique to your Group or District. It's a significant part of our uniform and represents our identity. All members of a Group wear the same scarf.



Volunteer Welcome Pack 6

Here's what you can expect when you first join:

- Welcome Conversation**
Within six weeks of joining Scouts, you'll have a Welcome Conversation with your Team Leader and a Welcome Conversation Volunteer.
- Safety and Safeguarding learning**
The safeguarding of young people at Scouts is our number one priority. You'll need to complete your Safety and Safeguarding learning in your first 30 days. You'll also receive a copy of our Safe Scouting Cards.
- Criminal record check**
The safeguarding of young people at Scouts is our number one priority. We have a few steps to follow to make sure only appropriately checked adults can volunteer with us, including a criminal record check. If you're in England or Wales, submit your criminal record check within 30 days of joining, or within 60 days if you're in Scotland or Northern Ireland.
- Declaration**
You'll need to complete a declaration. It involves accepting Scout values, and agreeing to follow Scout policies and complete the learning required. You'll have to agree to the declaration when you first sign into [scouts.org.uk](#).
- References**
We'll ask you for contact information of people who can vouch for your character and suitability to work with children when you first join. This is one of our measures we take to keep young people safe. When you're asked to provide their details, you'll then have six weeks to do so.
- Growing Roots**
This is the learning you'll need to do within your first six months as a new volunteer or when you start a new role. It covers the basics of Scouts, data protection and creating an inclusive environment.



Contains an editable PDF page enabling you to type in the key contact details for your Group/Unit etc.

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The volunteer joining journey – resources



- Joining Journey: [The volunteer joining journey | Scouts](#)
- Growing Roots: [Learning you need to do: Growing Roots | Scouts](#)
- Welcome Pack: [welcome-pack-for-new-joiners.pdf](#)
- Welcome Conversations: [Understanding Welcome Conversations | Scouts](#)
- [Welcome Conversation checklist](#)

Reminder:

- Every Section meeting needs to have a leader present who has a Full Appointment (shown on their Membership system record)

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Table discussion – 10 minutes



- What do you see as the pinch points in the Joining journey timeline. Go on, tell us about your frustrations!
- How have you found the Welcome Conversation in practice. What has worked well?

Please provide your feedback using the Post-It pads provided. Also note using the Post-Its' any questions or general comments / feedback.

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Operational v Governance Responsibilities



The Trustee Board is a team of volunteers who work together to make sure Scouts is run safely and legally. Together, Trustees make sure the charity is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and Policy, Organisation and Rules (POR). Their support helps other volunteers run a fantastic programme that gives young people skills for life (and experiences they'll remember forever).

The operational (Leadership Team) team is responsible for day-to-day tasks such as running the Sections, HQ maintenance, fund-raising, paying the bills etc.