

# Role description for a ... Section Leader



**Title:** Section Leader

**Outline:** Manage and lead the operation of the Section. In particular, the planning and delivery of the Balanced Programme to the members of the Section, with the help of Assistant Section Leaders, Section Assistants, Young Leaders and Occasional Helpers.

**Responsible for:** The members of the Section, Assistant Section Leaders, Section Assistants, Young Leaders whilst they are working in the Section and any other adult involved in the delivery of the Programme

**Responsible to:** Group Scout Leader

**Main Contacts:** Parents / carers, Assistant Section Leaders, Section Assistants, other Section Leaders within the Group, Assistant District and County Commissioners (Section), Explorer Scout Leader (Young Leaders), Young Leaders, Group Executive Committee members, Sponsors of the Group

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory CRB clearance, completion of a wood badge, which includes the achievement of the Section Leader specific Modules as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme.

Main "General" Tasks	"Specific" Tasks Agreed with the Group Scout Leader
<ul style="list-style-type: none"> <li>Delivering a Balanced Programme for the members of the Section taking into account needs interests and abilities of members</li> </ul>	
<ul style="list-style-type: none"> <li>Agree responsibilities with Assistant Section Leaders, taking into account when appropriate, the development of the individual's leadership potential</li> </ul>	
<ul style="list-style-type: none"> <li>The appointment of Section Assistants with the approval of the Group Scout Leader</li> </ul>	
<ul style="list-style-type: none"> <li>Agree responsibilities with Section Assistants, taking into account when appropriate, the development of the individual's leadership potential</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure the safe delivery of the programme in accordance with the requirements of the appropriate rules in Policy, Organisation and Rules (POR) that govern meetings, events, and other adventurous activities and the Young People First initiative</li> </ul>	
<ul style="list-style-type: none"> <li>Encourage section members to take part in residential events such camps and excursions</li> </ul>	
<ul style="list-style-type: none"> <li>Actively co-operate with the other Section Leaders in the Group to promote the Moving On award</li> </ul>	

Main “General” Tasks	“Specific” Tasks Agreed with the GSL
<ul style="list-style-type: none"> <li>Actively support and promote with other Leaders of the Group the achievement of the Group Awards</li> </ul>	
<ul style="list-style-type: none"> <li>Follow the Groups financial procedures which must be in accordance with POR</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure accurate records are kept of the section members, including home contact and medical details as well as the residential experiences/nights away, excursions and activities they attend and the awards and badges that they earn.</li> </ul> <p>All this must be done in accordance with the Data Protection Act 1998. These records must be passed on to the Section Leader of the linking section when the member reaches the top age of the section or prior to moving onto the next section</p>	
<ul style="list-style-type: none"> <li>Attend meeting of the Group Council, and the Group Executive Committee (as declared at the Group’s AGM) as well as meetings of leaders at Group and District level</li> </ul>	
<ul style="list-style-type: none"> <li>To carry out self review</li> </ul>	
<ul style="list-style-type: none"> <li>Work with Training Adviser to complete Adult Training</li> </ul>	
<ul style="list-style-type: none"> <li>Make and retain relationships with parents / carers of the section members</li> </ul>	