

Note for reviewers: when shared with the wider movement, this will be presented as a web page. To keep the page short and focused, key items will be contained within expanding boxes such as the below. Practical items such as links to other pages/documents will be added later. Some elements may also be made available in pdf format.

Step 1. Understanding the process	+
Step 2. What to do before you get together	+

How our volunteers work together in Scouts

People work best as members of purposeful teams. A purposeful team will contain a mixture of skills and attributes to achieve a common and shared purpose.

Each team will have:

- A clear purpose
- Clear outcomes
- The flexibility to suit local needs

With such clarity of purpose, individual volunteers will be aware of their contribution to delivering the team's purpose as well as embracing Our Volunteering Culture in appropriate ways.

For ease of reading, the outcomes for each team are not included in its team description. They will be available separately and we envisage them being used for a longer-term self-review of how well the team is doing.

There are two types of tasks within a team:

1. **Tasks for the whole team** – All team members take part in these tasks and must have, or develop, the skills associated with these tasks.
2. **Allocated Tasks** – The Team Leader ensures that one or more team members has responsibility and the skills, for each of these tasks

As an example:

Team 1	Tom	Mita	Gary	Hannah	Arnold
Team Leader				✓	
Task for the whole team 1	✓	✓	✓	✓	✓
Task for the whole team 2	✓	✓	✓	✓	✓
Task for the whole team 3	✓	✓	✓	✓	✓
Allocated Task 1		✓		✓	
Allocated Task 2					✓
Allocated Task 3	✓	✓			
Allocated Task 4			✓		
Allocated Task 5					✓

How we organise our Counties

The Scout County provides:

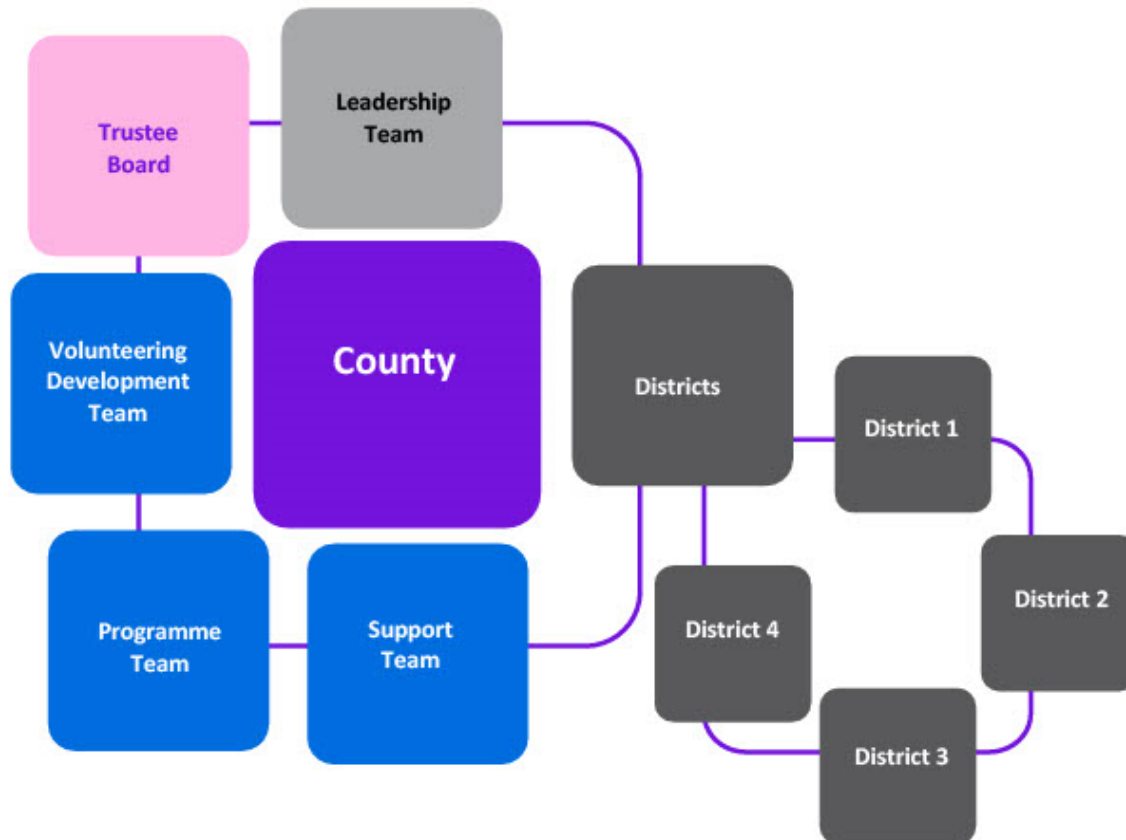
- Volunteering development for county teams including District Commissioners.
- Adventurous activity assessors and events which are better delivered at scale.
- Operational support throughout the County.

It does this through the teams listed below. The 'Team Leader' of each team, alongside each District Commissioner, together form the County Leadership Team.

- Leadership Team
- Volunteering Development Team
- Programme Team
- Support Team

The Trustee Board provides charity governance for the County.

Whilst each County will have these teams, how they look and operate will need to vary to suit local situations. Some Counties will find it helpful to use sub-teams to give specific focus to a collection of the team (e.g. a climbing sub-team of the Programme Team, a campsite service sub-team of the Support Team, etc.). In addition, multiple Counties can share some functions or teams. In this case, the relevant County Leadership Teams are responsible for ensuring that the purpose and outcomes of the teams are met.



County Leadership Team

Purpose

Provide leadership and inspiration to volunteers (and, if relevant, staff members), and ensures County teams are fully developed, organised and focussed on supporting programme delivery.

Membership

- County Commissioner
- All District Commissioners
- Leadership Team Members
- Programme Team Leader
- Volunteering Development Team Leader
- Support Team Leader
- Team Leaders of any sub-teams of the County Leadership Team

Tasks

Tasks for the whole team	Allocated Tasks
<ol style="list-style-type: none"> 1. Ensure County teams are youth-shaped, inclusive and representative of the demographics of the local population. 2. Ensure County teams are operating effectively, working together and meeting their outcomes. 	<ol style="list-style-type: none"> 1. Lead the delivery of the Scouts' strategy in the County. 2. Ensure recruitment and succession planning are in place so that Team Leader, Incident Management and Trustee Board officer positions in the County are filled. 3. In partnership with the Volunteering Development Team, ensure each member of the Leadership Team is well-supported. 4. Keep itself current with requirements for data, safety and safeguarding. This should involve processing updated rules and guidance, and ensuring relevant topics are discussed in Trustee Board meetings.

County Volunteering Development Team

Purpose

Ensure all volunteers within County teams have a quality volunteering experience, making it easy for people to join and learn new skills.

Membership

- Volunteering Development Team Leader
- Volunteering Development Team Members
- Team Leaders of any sub-teams of the County Volunteering Development Team

Tasks

Tasks for the whole team	Allocated Tasks
<ol style="list-style-type: none"> 1. Ensure that "Our volunteering culture" is effectively embedded across the County. 	<p>Attract and welcome new volunteers to County teams</p> <ol style="list-style-type: none"> 1. Use Scouts branded resources to attract new volunteers. 2. Respond promptly and positively to all new volunteer enquiries. 3. Ensure that an accessible and consistent welcoming experience is available 4. Provide induction to District Commissioners and members of County teams. <p>Ensure volunteers in County teams are well-supported</p> <ol style="list-style-type: none"> 5. Provide support to County Team Leaders to carry out regular informal and formal reviews with volunteers in their teams, to ensure a positive volunteering experience and provide support. 6. Signpost learning experiences for volunteers in County teams. 7. Provide volunteers in County teams with the guidance and support they need to engage in the learning relevant to them. <p>Ensure volunteers are recognised</p> <ol style="list-style-type: none"> 8. Ensure volunteers are appropriately recognised and appreciated, formally and informally.

County Programme Team

Purpose

Support Section programmes where most effectively done by the scale of the County. Provide events which are best delivered at scale, alongside enabling assessments for volunteers to gain adventurous activity permits.

Membership

- Programme Team Leader
- Programme Team Members
- Team Leaders of any sub-teams of the County Programme Team

Tasks

Tasks for the whole team	Allocated Tasks
	<p>Offer events best run at the scale of a County</p> <ol style="list-style-type: none"> 1. Offer events where a large scale is necessary, where District Programme Teams and Section Teams identify a need. 2. Appoint the leadership team for the County contingent to World Jamborees and other similar events. <p>Enable Sections within the County to enhance their programmes</p> <ol style="list-style-type: none"> 3. Ensure volunteers across the County can readily access assessments for activity permits: <ol style="list-style-type: none"> a. Provide access to the training that gives volunteers the skills to gain an activity permit or become an assessor b. Ensure sufficient assessors are available, covering all activities in the permit scheme, for volunteers across the County c. Ensure the 'Minimum Standards' and 'Good Practice' areas in the 'Activity Permit Scheme - Self-Moderation' are met 4. Where delegated by the County Commissioner, approve international events.

County Support Team

Purpose

Provide the tools and resources to enable Scouts to operate effectively.

Membership

- Support Team Leader
- Support Team Members
- Safeguarding Situation Lead, Safety Situation Lead, Resolutions Lead, Data Lead
- Team Leaders of any sub-teams of the County Support Team

Tasks

Tasks for the whole team	Allocated Tasks
1.	<p>Engage with the community to support local Scouts</p> <ol style="list-style-type: none"> 1. Create and manage relationships with external organisations, where this can support development of Scouts within the County. 2. Champion the work of its Groups to create a positive image of Scouts amongst the local community. 3. Where appropriate, organise and deliver fundraising events, whilst ensuring this is complementary to any fundraising carried out by Groups and Districts. <p>Ensure we can respond appropriately to incidents</p> <ol style="list-style-type: none"> 4. Work closely with the County Commissioner to appoint a Safeguarding Situation Lead, a Safety Situation Lead, a Resolutions Lead, and a Data Lead. <p>Manage administrative tasks to support teams across the County</p> <ol style="list-style-type: none"> 5. Where delegated by the Trustee Board, provide appropriate financial administration to manage income and expenditure (bookkeeping; payment of expenses/invoices; tracking income/expenditure against budget).

	<ul style="list-style-type: none">6. Email, web, social media, web meeting systems for the County (and, if appropriate, for Districts and/or Groups within the County).7. Any other areas of administration to support the work of other County teams.8. Where staff are appointed, ensure they are managed and recognised appropriately. <p>Manage property and equipment effectively</p> <ul style="list-style-type: none">9. Manage the bookings and maintenance for any County-owned property and equipment.
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County Trustee Board

We have received helpful feedback on the Team Description for the Group Trustee Board earlier this year. We are now working on improving how we present Trustee Boards. As such this section has been removed, and further updates will be shared in coming months.

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