



# Volunteer – Cubs Section Team Leader

Information for anyone considering  
the role of Volunteer – Cubs Section  
Team Leader at

9<sup>th</sup> North Leeds Scout Group  
Oakwood, Leeds LS8 2QA

# About Scouting

Everyone is welcome in Scouting - all genders, ages, ethnicities, beliefs and backgrounds. We are the UK's biggest youth organisation, changing lives by offering 4 to 25-year-olds, fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in our communities.

Scouting helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



## What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity, and experience the wider world.

## What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community-based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.



## Key facts and figures

The Scout Association is a UK charity founded in 1907.

We are the largest mixed-gender youth movement in the UK. At our January 2024 Census we had a membership of over 452,000 young people, more than 83,000 adult leaders and more than 19,000 Young Leaders.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

Scouting activity is delivered through 7,000-plus community-based Scout Groups nationwide. The current focus for Group Trustee Boards throughout Scouting in the UK is delivering our strategic plan.

# Scouting fundamentals

## Strategic Plan

**By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.**

Our latest strategic plan for Scouting across the UK is currently nearing completion. It will secure and build on the success of the current plan to 2025. Team UK (the team of commissioners that leads Scouting across the UK) plays a key part in leading the delivery of this strategy. More details of the work towards our new plan are available online.



# Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.



# Our values

As Scouts, we are guided by:

**Integrity**

**Respect**

**Care**

**Belief**

**Co-operation**

Further information on our fundamentals, including details of our values, are provided on our website

<https://www.scouts.org.uk/>

# Our key policies

In common with all members in Scouting, Group Lead Volunteers are required to promote and follow our key policies which include:

**Development Policy**

**Equal Opportunities**

**Privacy and Data Protection**

**Religion**

**Safety**

**Safeguarding**

**Vetting**

**Youth Member Anti-Bullying Policy**

[These policies are fully explained on our website](#)

# 9<sup>th</sup> North Leeds Scout Group

Is supported by the [North Leeds Scout District](#) within the [Central Yorkshire Scout County](#)

Our Sections meet at Oakwood Church Hall, Springwood Road, Leeds LS8 2LD. Our Scout Group offers three Sections:

- One Colony of 16 Beaver Scouts (6 to 8-year-olds). Mondays 18.30 to 19.45.
- **One Pack of 20 Cub Scouts (8 to 10½-year-olds). Wednesdays 18.30 to 19.45.**
- One Troop of 20 Scouts (10½ to 14-year-olds). Wednesdays 20.00 to 21.15.
- 10 Adult Volunteers (18+ year olds)

## Cubs Section Team Leader

**This is a Leadership role.**

We need someone who can provide leadership, motivation and guidance to the Section's adult Team Members and Young Leaders. The Section Team Leader is a member of the Group Leadership Team led by the Group Lead Volunteer.

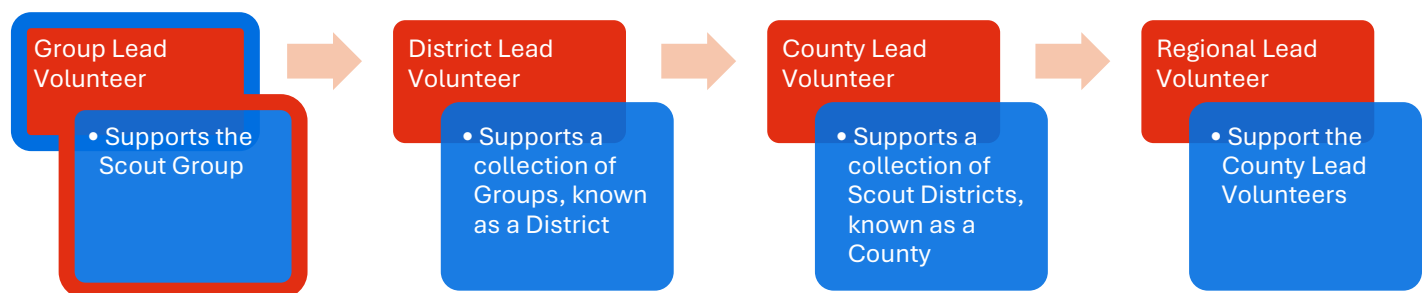
A large part of this role involves working directly with young people.

Everyone is welcome in Scouting - all genders, ages, ethnicities, beliefs and backgrounds. You will be required to undergo a [Disclosure and Barring Service \(DBS\) check](#).

You don't need any prior experience of Scouting to apply for this role. We will make sure you're fully trained and supported.

### The management structure of Scouting

As for any adult or Young Leader volunteering at any Scout Group, their line manager, the Group Lead Volunteer, will be a regular port of call for support.



Our Group Lead Volunteer will ensure that support is available so that all of our volunteers feel valued, motivated, inspired and focused on providing first-class Scouting for young people. Group Lead Volunteers recognise the importance of valuing the hard work of volunteers, seek to ensure that they feel happy and supported week after week, and that they are thanked for what they do.

Our Group Lead Volunteer helps others see the bigger Scouting picture through their leadership and is automatically a member of the Group Trustee Board which provides governance and direction for the Group.

Everyone in management roles within Scouting is encouraged to adopt an approach that combines the skills of both leadership and management.

## Core Skill Areas

Scouting has identified six core skill areas that makes a good Scouting manager and leader:



### 1. Providing direction

Section Team Leaders ensure a Balanced Program plan is created for their Section and provide clear leadership to deliver it.

### 2. Working with people

It is vital that a Section Team Leaders can create team spirit among the volunteers they work with, and can form effective working relationships based on trust and the fundamental principles of Scouting:

- integrity
- respect
- care
- belief
- cooperation

### 3. Achieving results

Section Team Leaders ensure that Balanced Program plans are seen through to completion and that good relationships are maintained both with the parents / carers or guardians of the young people within the Section, and within the local community.

### 4. Enabling change

It is important for a Section Team Leader to encourage volunteers to think of creative ways to improve Scouting in their Section and across the Group, and then provide support to implement appropriate changes.

### 5. Using resources

A Section Team Leader will ensure that information and resources are made available, helping all of the Section's volunteers to provide excellent Scouting opportunities for young people.

### 6. Managing time and personal skills

A good Section Team, Leader should use their own and Team Members time effectively and be willing to continue to learn and improve their skills. Follow this link for more information on [core skills](#).

## We're looking for someone who can grow into the role

We are looking for an individual (or a team of people) with the core skills to ensure that the Section thrives.

So, if you have some of the skills detailed above, and the drive and enthusiasm to develop, you could be the person we are looking for.

You can expect to receive support and training as part of your development within this role.



# How to Apply (or nominate someone)

On the following pages you will find the Role Description, Person Specification and Application or Nomination Forms

You can apply for the role yourself using the Application Form.

You can also nominate someone else using the Nomination Form. Those who are Nominated are under no commitment to apply unless they wish to.

Shortlisting will be based solely on the information provided by each candidate on their Application Form. All applications should address the requirements of the role, as laid out in the **Role Description** and **Person Specification** below.

## Further information

For more information, or for an informal chat about the vacancy, please contact:

Name **David Donaldson, Group Trustee**

Phone **07948 244 752**

Email [useful.donaldson@gmail.com](mailto:useful.donaldson@gmail.com)



# Cubs Section Team Leader

## Role description

**Outline** To proactively lead, manage and support the Section to ensure it runs effectively and in accordance with the rules and policies of The Scout Association. To ensure the Section delivers good quality Scouting for young people.

**Responsible to** Group Lead Volunteer.

**Responsible for** All adults and young people in the Section.

### Main Contacts:

- Parents, Carers or Guardians of the young people in the Section.
- The Section's Adult Volunteers and Young Leaders
- Group Lead Volunteer.
- Other Section's Team Leaders
- Trustee Chair, Trustee Treasurer and other members of the Group Trustee Board.
- Sponsoring authority of the Group. (Oakwood Church)
- Wider community contacts.

### Appointment requirements

Must complete the relevant training for the role within the prescribed timescales. This role will include contact with young people and will therefore require a [Disclosure and Barring Service \(DBS\) check](#)..

### Main Tasks

- **Program planning** – Design and implement weekly meeting plans aligned with the Scout program, considering the age and abilities of the young people in their section.
- **Leadership and team management** – Lead a team of assistant leaders and volunteers, delegating tasks and ensuring effective collaboration.
- **Safeguarding and risk management** - Prioritize the safety of all young people by adhering to Scout safety guidelines and procedures.
- **Progress monitoring** – Track individual member progress towards badges and awards, providing support and guidance where needed.
- **Communication and engagement** – Maintain open communication with young people, parents, and other leaders within the group.
- **Inclusive environment** – Create a welcoming and inclusive environment where all young people feel valued and can participate fully.
- **Parental involvement** – Encourage parent participation and support, providing updates on activities and progress.
- **Reporting and administration** – Maintain accurate records of attendance, activities, and program progress.



## Person specification

Knowledge and experience	
Ability to manage adults, Young Leaders and young people effectively	Essential
Understanding of the challenges of working in the voluntary sector	Desirable
Experience of working with young people and/or community work with adult groups	Desirable
Experience of working in the Scout or Guide Movements as an adult	Desirable
Skills and abilities	
Excellent written and oral communication skills	Essential
Provides advice and guidance effectively to others	Essential
Provides inspirational leadership for the Section	Essential
Can lead Balanced Program planning for the Section	Essential
Motivate adults and Young Leaders volunteering in the Section	Essential
Can build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enables others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team	Essential
Ability to negotiate compromises	Essential
Plans, manages and monitors own and Team Member's tasks and time	Essential
Can construct and implement plans that improve and expand the Scouting offered to young people in the Section, and identify any training, resources and other needs required to deliver them	Essential
Can use basic computer software	Essential
Personal qualities	
An understanding of the needs of young people and adult and Young Leader volunteers	Essential
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic, and enthusiastic about the role	Essential
Acceptance of the fundamentals of the Scout Movement	Essential



# Application – Cubs Team Leader

If you are interested in applying for the role, please complete and return this application form.

**Privacy Statement** This form is used to collect information about you for the purpose of volunteer recruitment. The information may be used by Scouting to contact the nominee about the role. On this form we collect personal data. The detail is required so that we can identify you and assess your skills for the role. We will not share your personal data provided in this form with any third parties outside of Scouting. We take your personal data privacy seriously. The personal data you provide to us will be stored securely. For further detail please visit our [Data Protection Policy](#). We will keep the data we capture from this form for only as long as necessary. For further detail on our retention periods please visit our [Data Retention Policy](#).

Your full name	
Telephone number	
Email address	

**Please outline why you want to apply for the role of Group Lead Volunteer**

**Please briefly explain why you would be suitable for this role, including professional and voluntary experience, within or outside Scouting (refer to Role Description)**

**Please describe the skills you would bring to this role (refer to person specification)**

<b>Please return this form to</b>	<b>David Donaldson, 9<sup>th</sup> North Leeds Scout Group. Trustee</b> Email <a href="mailto:useful.donaldson@gmail.com">useful.donaldson@gmail.com</a> (or by <b>Post</b> c/o Oakwood Church, Springwood Road, Leeds LS8 2QA)
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<b>The closing date for receiving nominations is</b>	<b>Open until an offer of this volunteer role is accepted by an applicant.</b>
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