



# District Lead Volunteer

**Information for anyone considering  
the role of District Lead Volunteer  
for Tir a Môr (Cardiff & Vale)**



**#SkillsForLife**

  
**Scouts**  
Cardiff and Vale  
Caerdydd a'r Fro

# About us

## Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 6 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 communities.

Scouts 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 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community-based Scout Groups nationwide.

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.

The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

## Our strategy

A new strategic plan for Scouting across the UK is currently nearing completion to secure a strategic direction through to 2025 and to grow on the success of the current plan. Team UK (the team of lead volunteers that leads Scouting across the UK) will play a key part in leading the delivery of this strategy. More details on the work towards our new plan are available [online](#).



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.

## Scouting's fundamentals

### 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 these values:

**Integrity**

**Respect**

**Care**

**Belief**

**Co-operation**

[Further information on our fundamentals, including details of our values, are provided on our website.](#)

# Scouting's key policies

In common with all members in Scouting, District Lead Volunteers are required to promote and follow our key policies. The policies cover:

**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.](#)

## Tir a Môr Scouts

Tir a Môr District covers Barry and the Vale of Glamorgan and is one of five districts in Cardiff and Vale which also includes Cardiff East, Cardiff North, Cardiff West, and Penarth & District.

At our last census, Tir a Môr District had 195 adult volunteers. Of these adult volunteers 123 have roles directly working with the 660 young people across the district.

There are 10 Scout Groups in the district that include Squirrel Scouts (4 - 6 year olds) Beaver Scouts (6 - 8 year olds), Cub Scouts (8 - 10 ½ year olds) and Scouts (10 ½ - 14 year olds.)

There are 4 Explorer Scout Unit for 14 – 18 year olds as well as a Young Leader Unit. The district also has 5 adult Active Support Unit and a Scout Network.

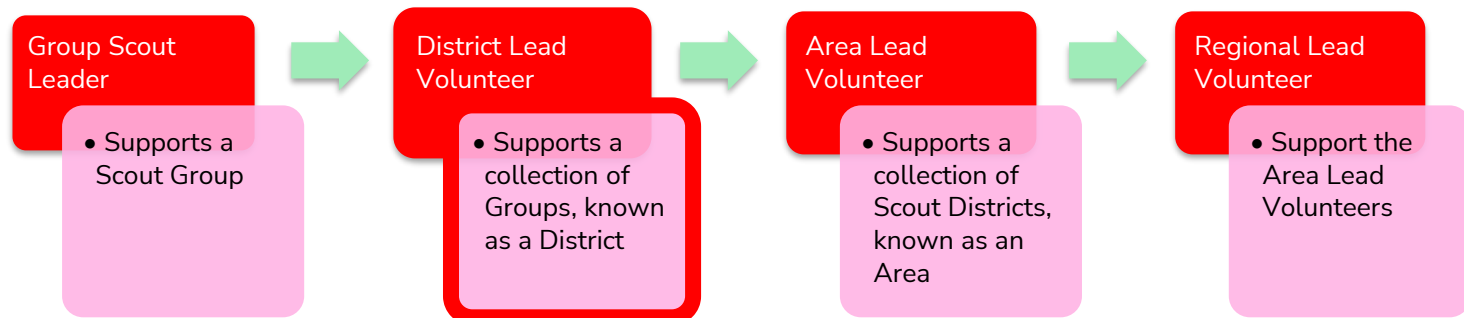
### The current vacancy

We're currently looking for a District Lead Volunteer. This is a management role, and we need someone who can provide leadership, motivation and guidance to our other adult volunteers.

A large part of this role involves supporting managers of local Groups. For any adult volunteer in Scouting, their manager will be a regular point of call for support.

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

The management structure of Scouting is as follows:



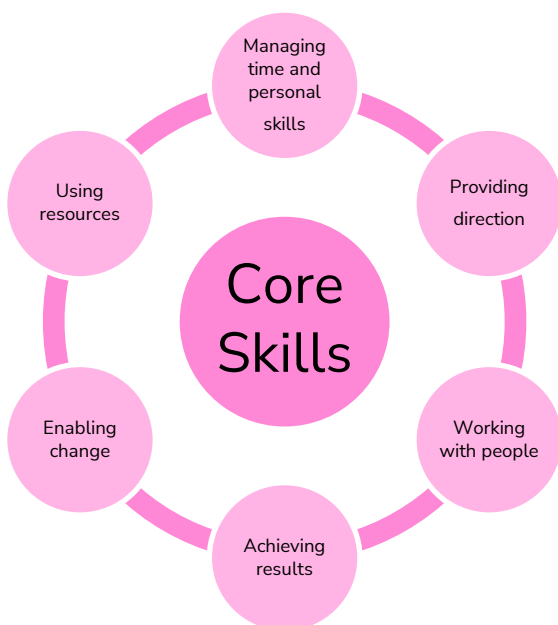
District Lead Volunteers support other managers, known as Group Scout Leaders, and other volunteers. Adults at every level need support to ensure that they are motivated, inspired and focused on providing first-class Scouting. A good manager thanks other volunteers for their hard work and helps to make sure that they feel happy and supported, week after week.

The District Lead Volunteer will also provide direction for the District and will help others see the bigger Scouting picture through solid leadership.

We believe that everyone in management roles within Scouting should adopt an approach that combines the skills of both leadership and management.

## Core Skill Areas

We've identified six core skill areas that make a good Scouting manager:



### 1. Providing direction

A good District Lead Volunteer will create a vision for Scouting in their District and provide clear leadership to implement that vision.

### 2. Working with people

It is vital that a District Lead Volunteer can create team spirit amongst the other 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

Good District Lead Volunteers ensure that goals are achieved, plans are seen through to completion, and that good relationships are maintained within and between Scout Groups. Forging links within the local community is also an important aspect of development.

### 4. Enabling change

It is important for District Lead Volunteers to encourage volunteers to think of creative ways to improve Scouting across the District. They should then provide the support to implement appropriate changes.

### 5. Using resources

A good District Lead Volunteer will ensure that information and resources are available, helping volunteers across the District to continue to provide excellent Scouting opportunities to young people.

### 6. Managing time and personal skills

A good District Lead Volunteer should use their time effectively and be willing to continue to learn and improve their skills.

# How to apply

## Process

Thank you for your interest in volunteering. On the following pages you will find a role description and the person specification.

You can apply for the role yourself using the application form or nominate someone else using the nomination form. Nominated people are under no commitment to apply unless they wish to.

Shortlisting will be based solely on the information provided by each candidate in their application form. All applications should address the requirements of the role, as laid out in the role description and person specification

## Key dates

The closing date for applications is **Midnight 10<sup>th</sup> January 2025**

Shortlisting and interviews will take place shortly after the closing date.

## Further information

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

Name: Cathie Steele (Area Lead Volunteer – Cardiff & Vale)

Email: [cathie.steele@cardiffandvalescouts.org.uk](mailto:cathie.steele@cardiffandvalescouts.org.uk)



# The role - District Lead Volunteer

## Role description

### Outline:

To manage and support the Scout District to ensure it runs effectively and that Scouting within the District develops in accordance with the rules and policies of both The Scout Association and ScoutsCymru so that that the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

### Responsible to:

Area Lead Volunteer

### Responsible for:

Lead Volunteers (Group), Team Leaders (various teams) – District, Group, Explorer, Network, Media and other team members.

### Main Contacts:

Area Lead Volunteer/Regional Lead Volunteer, Lead Volunteer -Group, District Explorer Scout Lead Volunteer, Team Leaders, District Executive Committee and its sub-committees, Chief Volunteer, Scout Network Lead Volunteer, Training Team Leader, Local Training Manager, leaders of the local community, schools and other youth organisations.

### Appointment requirements:

Must complete the relevant training (a wood badge) within three years of taking up the role. Must be eligible for charity trustee status (as a member of the District Trustee Board). It's expected that whilst volunteering for this role you will undertake regulated activity.

### Main Tasks

- Ensure that the District thrives and has the best systems in place to support the Groups, to support all adult volunteers in the District and to develop Scouting in the District.
- Provide line management and support to the adults in the District that directly report to you including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Produce a vision for the District and implement a development plan to meet that vision.
- Ensure that Scouting in the District is attractive to young people and adults from all backgrounds in the District.
- Ensure that the District has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.
- Ensure that problems within the District are resolved so that excellent Scouting is provided to young people in the District.
- Work with the Area Lead Volunteer and other District Lead Volunteers in the Area to ensure that the Scouting in the Area thrives.

**Note:** Some of the tasks for which the District Lead Volunteer is responsible may be delegated to others in the District, including a Deputy District Lead Volunteer, if appointed. This appointment is also suitable for role sharing.

### Knowledge and experience

#### Essential:

- Ability to manage adults effectively

#### Desirable:

- Understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or community work with adult groups

**Vacancy Pack: District Lead Volunteer**

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- Experience of working in the Scout or Guide Movement as an adult

## **Skills**

### **Essential:**

- Excellent written and oral communication skills
- Provide advice and guidance effectively to others
- Provide inspirational leadership for the District
- Provide strategic direction for the District
- Motivate adults volunteering in the District
- Build, maintain and facilitate effective working relationships with a wide range of people
- Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Ability to negotiate compromises
- Plan, manage and monitor own tasks and time
- Construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work
- Use basic computer software

## **Personal Qualities**

### **Essential:**

- An understanding of the needs of adult volunteers
- Flexible approach
- Self-motivated
- Able to work as part of a team and promote good teamwork
- Resourceful, energetic and enthusiastic about the job
- Acceptance of the fundamentals of the Scout Movement
- Use basic computer software

## **Detailed description of the role**

The role of District Lead Volunteer is based around six key areas of leadership and management.

### **1. Providing direction – as an effective District Lead Volunteer you will be required to:**

- Lead by example to promote a co-operative culture of working in the District.
- Create a vision for the future development of the District that takes into account the strategic objectives of The Scout Association and the plans for Area.
- Develop a plan to realise the vision for the District, implement and regularly review it.
- Provide leadership, inspiration and motivation for all adults volunteering in the District.
- Ensure that everyone in the District follows the policies and rules of The Scout Association.
- Carry out regular one-to-one meetings and support adults who report directly to you.

### **2. Working with people – as an effective District Lead Volunteer you will be required to:**

- Develop good working relationships based on trust and Scout values with the adults in the District and with others in Scouting.
- Manage succession planning and identify the roles that you need to make the District work effectively and recruit suitable people into those roles.



- Allocate tasks to people within the District and monitor the progress of those tasks.
- Support adults in the District to develop by completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
- Build a team spirit in the District and support the development of the team as a whole.
- Address conflict as it occurs within the District and reduce the likelihood of it happening through good communication and other methods.
- Run effective team meetings in the District and participate fully in the District Executive and Area/Regional meetings.
- Ensure that adults in the District perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with Area Lead Volunteer /Regional Lead Volunteer.
- Appropriately acknowledge good work carried out in the District (through local events and the national Scout adult award scheme).
- Carry out effective reviews and re-assign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the District's local area.

### **3. Achieving results – as an effective District Lead Volunteer you will be required to:**

- Satisfactorily complete projects in the District for which you are responsible.
- Ensure that all the initiatives in the District are managed appropriately.
- With the District Executive Committee and the District Team ensure that Scouting is promoted locally.
- Build up an understanding of the young people in your local area and ensure that Scouting is promoted effectively to them.
- Monitor and review the progress that Group Scout Lead Volunteers are making against their targets and development plans.
- Have a robust District development plan in place and regularly review progress.
- Satisfactorily resolve problems and issues raised by adult and youth members of the District and by parents or carers of youth members in the District.

### **4. Enabling change – as an effective District Lead Volunteer you will be required to:**

- Support and encourage adults in the District to think of new and creative ways to improve the District.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- Communicate your vision for the future of the District and lead people through changes that this vision requires.
- Develop effective plans to implement change and then carry them out, working together with relevant members of the District.
- Recognise the contribution of others towards change and improvement.

### **5. Using resources – as an effective District Lead Volunteer you will be required to:**

- As part of the District Executive Committee, ensure that appropriate financial measures are in place.
- As part of the District Executive Committee, ensure that there is an adequate income for the District including the identification of other income sources such as grants.
- Work with the District Executive Committee and Group Scout Lead Volunteers to ensure that Scouting in the District is safe.
- Work with the District Executive Committee and the District Team to ensure that the District has sufficient physical resources to support its work with youth members.
- Work with the District Executive Committee and the District Team to minimise the negative impact and maximise the positive impact that the District has on the environment.

- Make decisions about matters within the District based on the best available information.
- Ensure that all adults in the District have the right information provided in a timely manner and in the most effective way.

**6. Managing your time and personal skills – as an effective District Lead Volunteer you will be required to:**

- Agree realistic goals and targets with the Area Lead Volunteer /Regional Lead Volunteer for the development of the District that work towards ScoutsCymru's strategic objectives.
- Consider the future requirements of your role then identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.
- Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the Area Lead Volunteer /Regional Lead Volunteer.
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Attend National, Regional and Area meetings, workshops and events.

# Nomination Form

If you think you know the right person for this District Lead Volunteer role, please complete the nomination form below. Nominating an individual does not commit them to applying, but, if they choose to, they will be required to complete a more thorough application form.

## Nominee's details

Name	
Telephone number	
Email address	
Please outline why you felt motivated to nominate this person for the role of District Lead Volunteer:	

## Your details

Nominated by	
Telephone number	
Email address	

Please return this form to:	cathie.steele@cardiffandvalescouts.org.uk
The closing date for receiving nominations is:	Midnight 10 <sup>th</sup> January 2025

Fill out this form online [here](#).

# Application Form

If you are interested in applying for this District Lead Volunteer role, please complete the application form below.

Name	
Telephone number	
Email address	
Please outline why you want to apply for the role of District 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):	
Please return this form to:	cathie.steele@cardiffandvalescouts.org.uk
The closing date for receiving applications is:	Midnight 10 <sup>th</sup> January 2025

Fill out this form online [here](#).