

**Fancy a Challenge?**

**... Exciting Volunteer  
Opportunities in  
Hornchurch District**

# Introduction.

**Scott Wilderspin, District Commissioner**

Dear Friends,

As a District we have yet again shown growth in our numbers, this proves that Scouting in Hornchurch is still on the up and Young People are continuing to join us year after year. Of course with growth means more events, more support and more people required to sustain our successful District.

As we are already 2 months into the year and we have busy working hard towards completing a number of tasks on the District Development Plan we have felt the need for a few changes in the District Team Structure.


As with all new structures this brings some new roles which need to be filled as well as some current ones still open. Are you looking for a new challenge this year, or do you want to add more to your current role, fancy joining the District Team?

We have a variety of roles currently open on the team which can be found throughout this booklet along with a brief summary and some contact details should you wish to find out more. We are also looking towards encourage more role sharing and flexible volunteering within our roles to ensure our Leaders get the balance in their lives right. Contact the relevant Commissioner for more details about the roles and role sharing.

Don't think all the District Team roles are for Leaders who have been around for years, all of the roles are open for all to apply and may just require further training. There are many Leaders within our District out there who have so much more to give at District level and would embrace the challenges it brings so well.

Why not apply today and help Hornchurch District achieve it's vision of 'Better Scouting for more young people'

Yours in Scouting,



Scott Wilderspin  
District Commissioner



# District Team.

Structure – As of 01.01.11

## CORE TEAM

District Commissioner

Deputy District Commissioner

Assistant District Commissioner (Adult Support)

Assistant District Commissioner (Group Support)

## PROGRAMME SUPPORT TEAM

- Deputy DC – Team Lead
- ADC (Beaver Scouts)
- ADC (Cub Scouts)
- ADC (Scouts)
- District Explorer Scout Commissioner
- District Scout Network Leader

## ADULT SUPPORT TEAM

- ADC (Adult Support) – Team Lead
- ADC (Activities)
- ADC (Community Links)
- District Media Development Manager
- District Nights Away Adviser
- District Special Projects Manager
- Scout Active Support Manager

## GROUP SUPPORT TEAM

- ADC (Group Support) – Team Lead
- ADC (Development)
- District Special Projects Manager
- All Group Scout Leaders
- All Assistant Group Scout Leaders
- District Explorer Scout Commissioner
- District Scout Network Leader

## TRAINING TEAM

- Local Training Manager (Module Delivery)
- Local Training Manager (TA's & PLP's)
- District Skills Instructor
- All Training Advisers

# Vacant Roles.

- **District Leaders (Beaver Scouts)**
- **District Leaders (Cub Scouts)**
- **District Explorer Scout Administrator**
- **District Scout Network Leader**
- **Assistant District Commissioner (Community Links)**
- **District Media Development Manager**
- **District Nights Away Adviser**
- **Scout Active Support Manager**
- **Group Scout Leader (1<sup>st</sup> Cranham)**
- **Group Scout Leader (1<sup>st</sup> Elm Park)**
- **Assistant Explorer Scout Leaders**
- **District Appointments Chairman**
- **Local Training Manager (Course Delivery)**

# District Leader (Beaver Scouts)

- Responsible for: To support the effective operation of the Beaver Scout provision within Hornchurch District
- Member of: Programme Support Team
- Responsible to:: Assistant District Commissioner (Beaver Scouts)
- Key Parts of role:
- Deputise for the ADC (Beaver Scouts) in their absence
  - Help to ensure the purpose, method, polices and programme are carried out throughout the Beaver Scout Section in the District
  - Assist in the Recruitment, Induction and Support of new BSLs & ABSLs
  - Support and/or run District Events for the Beaver Section
  - Represent the District at Group Meetings or Events

Interested? Want more Information?

Contact Claire Watson, Assistant District Commissioner (Beaver Scouts)  
adcbs@hornchurchscouts.org.uk or 07930 401337



# District Leader (Cub Scouts)

- Responsible for: To support the effective operation of the Cub Scout provision within Hornchurch District
- Member of: Programme Support Team
- Responsible to:: Assistant District Commissioner (Cub Scouts)
- Key Parts of role:
- Deputise for the ADC (Cub Scouts) in their absence
  - Help to ensure the purpose, method, polices and programme are carried out throughout the Cub Scout Section in the District
  - Assist in the Recruitment, Induction and Support of new CSLs & ACSLs
  - Support and/or run District Events for the Cub Scout Section
  - Represent the District at Group Meetings or Events

Interested? Want more Information?  
Contact Adrian Ribnell, Assistant District Commissioner (Cub Scouts)  
[adccs@hornchurchscouts.org.uk](mailto:adccs@hornchurchscouts.org.uk) or 07802 751832



# District Explorer Scout Administrator

- Responsible for: To provide administrative support to the District Explorer Scout Team
- Member of: Programme Support Team
- Responsible to: District Explorer Scout Commissioner
- Key Parts of role:
- Provide administrative support for certain events, meetings and activities delivered by the Explorer Scout section as agreed with the District Explorer Scout Commissioner
  - Working alongside the District Explorer Scout Commissioner collate quarterly census information from Explorer Units and present to the District Commissioner
  - Maintain relevant databases and contact mailing lists of all Explorer Scouts across the District

Interested? Want more Information?  
Contact Kevin Cooper, District Explorer Scout Commissioner  
[desc@hornchurchscouts.org.uk](mailto:desc@hornchurchscouts.org.uk) or 07521 398602



# District Scout Network Leader

Responsible for: To Support and motivate the District Scout Network

Member of: Programme Support Team

Responsible to: Deputy District Commissioner

- Key Parts of role:
- Lead the District Scout Network Unit
  - Help to ensure the purpose, method, polices and programme are carried out throughout the Scout Network in the District
  - Work with the Scout Network to create their own Committee to plan social activities along side the programme
  - Support and/or run District Events for the Scout Network Section
  - Represent the District at County Meetings or Events

Interested? Want more Information?  
Contact Linda Thorogood, Deputy District Commissioner  
[ddc@hornchurchscouts.org.uk](mailto:ddc@hornchurchscouts.org.uk) or 07834 493712



# Assistant District Commissioner (Community Links)

Responsible for: Maintaining links with Partner Organisations and promoting community engagement with Scouting

Member of: Adult Support Team

Responsible to: Assistant District Commissioner (Adult Support)

- Key Parts of role:
- Support Leaders to obtain grant funding
  - Engaging with;
    - Local Council
    - Integrated Youth Services
    - HAVCO
    - Chambers of Commerce
    - YOU London
    - Volunteer Centres
    - Schools & Colleges
    - British Youth Council, etc..
  - Engaging with Partners Organisations such as Girl Guiding UK, Sainsbury Active Kids, London 2012 Olympics and The Jack Petchey Foundation. (This does not include administrating the Jack Petchey Achievement Award Scheme)

Interested? Want more Information?

Contact Adam Woodgate, Assistant District Commissioner (Adult Support)  
adcas@hornchurchscouts.org.uk or 07715 234120



# District Media Development (Manager)

- Responsible for: To improve the public image of Scouting by providing information and facts about Scouting to appropriate media
- Member of: Adult Support Team
- Responsible to: Assistant District Commissioner (Adult Support)
- Key Parts of role:
- Creating and implementing a Marketing Strategy
  - Working alongside District Website Manager and District Scouting About Editor, forward relevant stories onto the local media for awareness outside of the District
  - Work in partnership with Groups to promote forthcoming big events
  - Work in partnership with the HQ Media and Marketing Teams to ensure the District is communicating the Scouting 'brand'
  - Increasing the media profile and image of the District

Interested? Want more Information?  
Contact Adam Woodgate, Assistant District Commissioner (Adult Support)  
[adcas@hornchurchscouts.org.uk](mailto:adcas@hornchurchscouts.org.uk) or 07715 234120



# District Nights Away (Adviser)

- Responsible for: To support the management of The Nights Away Permit Scheme across Hornchurch District
- Member of: Adult Support Team
- Responsible to: Assistant District Commissioner (Adult Support)
- Key Parts of role:
- Attending residential experiences, review and recommend applicants to the District Commissioner for a Night Away permit
  - Review database of Permits holders across the District and visit residential experiences periodically to ensure high standards are being met and maintained
  - Work with the Adult Training Team in the delivery of annual skills days/workshops around Nights Away activities
  - Liaise with the County Nights Away Adviser regarding Nights Away rule changes and ensure that all Permit holders are kept up to date

Interested? Want more Information?  
Contact Adam Woodgate, Assistant District Commissioner (Adult Support)  
[adcas@hornchurchscouts.org.uk](mailto:adcas@hornchurchscouts.org.uk) or 07715 234120

# Scout Active Support (Manager)

- Responsible for: To establish, develop and support effective Scout Active Support Units across the County. To provide leadership in the promotion and management of the Scout Active Support Units
- Member of: Adult Support Team
- Responsible to: Assistant District Commissioner (Adult Support)
- Key Parts of role:
- Work with the District Commissioner and others to establish a District Scout Active Support Unit and to help write it's Service Agreements
  - Support other Scout Active Support Units within the District or Groups, through support meetings and events (as and when required)
  - Assist the County Scout Active Support Manager on inducting new Scout Active Support Managers across the District
  - Act as the Training Adviser to District Scout Active Support Managers
  - Coordinate Scout Active Support provision at District Events

Interested? Want more Information?

Contact Adam Woodgate, Assistant District Commissioner (Adult Support)  
[adcas@hornchurchscouts.org.uk](mailto:adcas@hornchurchscouts.org.uk) or 07715 234120



# Group Scout Leader (1st Cranham)

Responsible for: Responsible for leading the Scout Group

Member of: Group Support Team

Responsible to: District Commissioner

Key Parts of role:

- Ensuring that the Group provides good quality Scouting for young people
- To ensure the Group has an adequate number of “fit and proper” adults
- Developing Scouting in the Group
- Promoting and maintaining the policies of the Association within the District
- Proactively managing adults in the Group.

Interested? Want more Information?  
Contact Scott Wilderspin, District Commissioner  
[dc@hornchurchscouts.org.uk](mailto:dc@hornchurchscouts.org.uk) or 07957 363683



# **Group Scout Leader** **(1st Elm Park)**

Responsible for: Responsible for leading the Scout Group

Member of: Group Support Team

Responsible to: District Commissioner

Key Parts of role:

- Ensuring that the Group provides good quality Scouting for young people
- To ensure the Group has an adequate number of “fit and proper” adults
- Developing Scouting in the Group
- Promoting and maintaining the policies of the Association within the District
- Proactively managing adults in the Group.

Interested? Want more Information?  
Contact Scott Wilderspin, District Commissioner  
[dc@hornchurchscouts.org.uk](mailto:dc@hornchurchscouts.org.uk) or 07957 363683



# Assistant Explorer Scout Leader

Responsible for: Support the operation of the Explorer Scout Unit; in particular, the planning and delivery of the Balanced Programme to the Section as part of the Explorer Scout Unit Leadership Team

Member of: Centurion, Dragon or Spartan ESU's

Responsible to: District Explorer Scout Commissioner & Explorer Scout Leader

Key Parts of role: Assist the Unit Leaders to;

- Deliver a Balanced Programme for the Explorer Scout Unit
- Encourage Participation in the Awards scheme
- Encourage the moving in process by maintaining good links with the Scout Section
- Ensure the safety of Explorers whilst at meetings

Weekly assistance may be on a rota basis  
and adventurous activities (inc residential experiences) are optional

Interested? Want more Information?  
Contact Kevin Cooper, District Explorer Scout Commissioner  
[desc@hornchurchscouts.org.uk](mailto:desc@hornchurchscouts.org.uk) or 07521 398602



# District Appointments (Chairman)

- Responsible for: To Appointments Process for all District Appointments
- Member of: District Appointments Advisory Committee
- Responsible to: District Chairman
- Key Parts of role:
- On behalf of the Executive Committee ensure that the appointments process within the District follows the rules, procedures and policies of The Scout Association
  - Chair the meetings of the Appointments Advisory Committee as necessary to ensure the committee fulfils its responsibilities
  - Attend Appointments Advisory Panel Meetings if necessary
  - Ensure that new members of the committee are inducted, trained and supported

Interested? Want more Information?  
Contact Scott Wilderspin, District Commissioner  
[dc@hornchurchscouts.org.uk](mailto:dc@hornchurchscouts.org.uk) or 07957 363683



# Local Training Manager (Course Delivery)

- Responsible for: Managing and Supporting the Learning/Training provision in the District
- Member of: Adult Support Team (County)
- Responsible to: Deputy County Training Manager (Local Training Management)
- Key Parts of role:
- Recruit, Induct, Support, Validate and Line Manage Training Advisers
  - Hold at least one Training Advisers meeting per year
  - Arrange for all learners to have the opportunity to meet with a TA and create a Personal Learning Plan and validate modules by assigning TA's to learners/groups or run profiling and validations days/evenings
  - Collate PLP's to ensure that the validation is consistent and standards are high and update MMS once modules have been validated
  - Ensure the District have the provision and offer Modules; 1,3,4,5,6,7 & 10
  - Attend County Local Training Managers meetings

Interested? Want more Information?  
Contact Paul Fix, Deputy County Commissioner  
[training@glne-scouts.org.uk](mailto:training@glne-scouts.org.uk) or 0792 192 3439

