



# District Lead Volunteer

**Information and Vacancy Pack for  
anyone considering the role of  
District Lead Volunteer for Waveney  
Valley District.**

[scouts.org.uk/join](https://scouts.org.uk/join)  
#SkillsForLife



# About us

## Overview of Scouting

We are the UK's biggest mixed youth organisation. We change 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 communities. A new Squirrel Scout Section for 4- to 6-year-olds has been introduced and growing rapidly.

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.

## Scouts and its transformation programme

Scouting is nearing the implementation of a transformation programme which will:

- **Create a warmer welcome for new volunteers**

This will mean using new digital tools to recruit volunteers and speed up the appointments process. The volunteer is likely to have a more relevant experience during the process for which they will be able to track progress.

- **Simplify volunteering with changes to roles and team structures**

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The creation of a new approach to volunteering at all levels will improve clarity of roles and simplicity of delivery to support our programme.

- **Making learning more valuable and convenient**

A greater use of digital tools for learning which will mean volunteers have greater control of what and when they complete their learning. There will be more optional learning and a change in the composition of the Wood Badge so that it is more relevant to their needs. A reduction in the need for validation which will speed up the process from completion to recognition.

## 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 Learning 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 gained during their volunteering 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 volunteers. 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

The existing strategic plan for Scouting across the UK secures a strategic direction through to 2025 supplemented by the District's own strategy aimed at its own local needs and objectives.

More details on the work towards our new plan are available [online](#).



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**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.**

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## 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 at

<https://www.scouts.org.uk/por/1-our-fundamentals/rule-12-our-values/>

# 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:

**Equal Opportunities**

**Privacy and Data Protection**

**Religion**

**Safety**

**Safeguarding**

**Vetting**

**Youth Member Anti-Bullying Policy**

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

# Waveney Valley Scouts

Waveney Valley District covers communities bordering the Scout District of Lowestoft and sweeping round the northern most part of Suffolk where it adjoins Norfolk including but not limited to Beccles, Bungay, Earsham, Halesworth and Southwold and Reydon. Overall Waveney Valley District comprises six Groups and three Explorer Scout Units, with an overall total uniformed membership is currently 413 which includes:

at the time the 2024 Census

- 10 Squirrel Scouts (4 – 6-year-olds)
- 83 Beaver Scouts (6 - 8-year-olds)
- 99 Cub Scouts (8 - 10 ½ year olds)
- 94 Scouts (10 ½ - 14-year-olds)
- 24 Explorer Scouts (14 – 18-year-olds) – including Young Leaders
- 2 Network members (18 – 25-year-olds)

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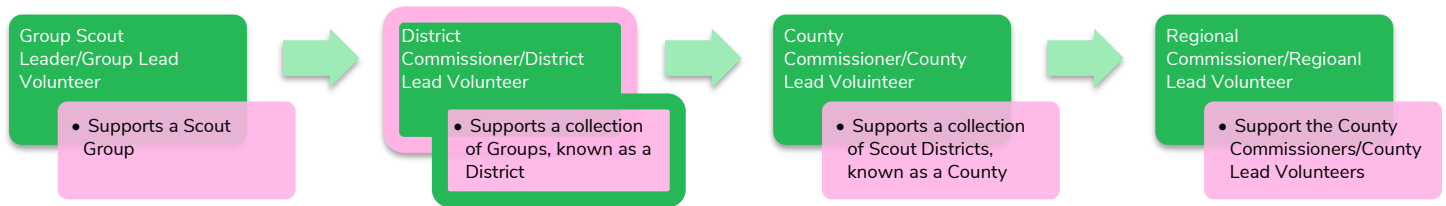
- 69 Adult leaders (18+ year olds)

# The vacancy

We're currently looking to appoint a District Lead Volunteer. This is a management role. We therefore need someone who can provide leadership, and steer the District through the Scout Association's transformation programme, provide motivation and guidance to our other adult volunteers and grow the District.

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:

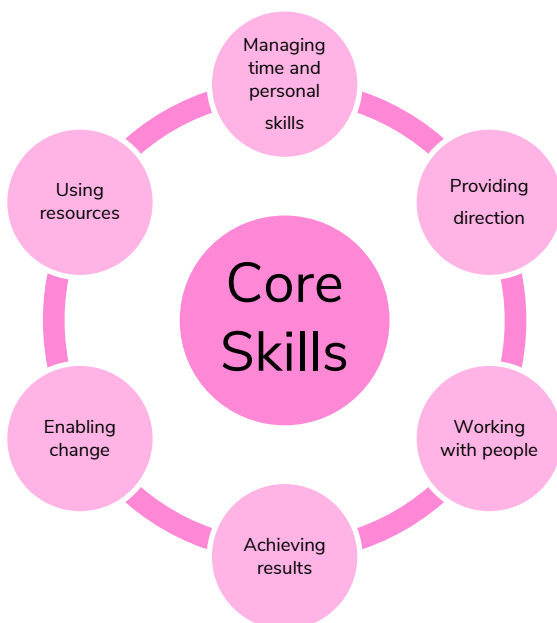
District Lead Volunteers support other managers, known as Group Lead Volunteers, and other District volunteers. Adults at every level need support to ensure that they are motivated, inspired and focused on providing first-class Scouting. A good manager thanks other volunteers for their hard work and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

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**

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

# How to apply

## Process

On the following pages you will find a role description and the person specification. The District Lead Volunteer nomination and application forms are available as separate forms alongside this document on the Suffolk Scouts website [Waveney Valley DLV Vacancy](#)

You can apply for the role yourself using the Application form or nominate someone else using the Nomination form.

## Key dates

The closing date for applications is **midnight on 20 November 2024.**

Interviews (if required) will be held as soon as practicable after the closing date with a short list of candidates being presented to the County Commissioner.

## Further information

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

Keith Barber – Deputy County Commissioner

E-mail - [keith.barber@suffolkscouts.org.uk](mailto:keith.barber@suffolkscouts.org.uk)



# The role - District Lead Volunteer

**DRAFT Role description** *[this is based the present understanding of the role - applicants are advised the role description for DLV will be substantially that for a District Commissioner prevailing prior to transformation]*

- Purpose:** To manage and support the Scout District ensuring it runs effectively and that Scouting within the District develops in accordance with the rules and policies of The Scouts so that the District provides good quality Scouting for young people proactively supporting and managing adults in the District.
- Appointed by:** County Lead Volunteer
- Responsible to:** County Lead Volunteer
- Responsible for:** Group Lead Volunteers, District Youth Lead and all District Team Leads
- Key Alliances:** County Leadership Team, other District Lead Volunteers locally and regionally, Adult Training Team
- External contacts:** Local Community Leaders, Councillors, Guiding, other youth organisation, other groups and organisations with community interest
- Key tasks:** To ensure that the District thrives and has the best systems in place to support Groups and Units, to support all adult volunteers in the District and to develop Scouting in the District.
- To provide line management and support to those adults in the District who directly report to you including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Produce and maintain under review a vision for the District and implement a dynamic development plan to meet that vision.
- To ensure that Scouting in the District is attractive to young people and adults from all backgrounds.
- To 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 District
- Working to ensure that problems and obstacles to quality Scouting within the District are resolved so that excellent Scouting is provided to young people in the District.
- Working with the County Lead Volunteer and other District Lead Volunteers in Suffolk to ensure that the Scouting in the County thrives.
- Within a timescale agreed with the County Lead Volunteer prepare / review the District's Strategic Plan and detail any appropriate amendments to it covering the period 2024/26 for the County Lead Volunteer's approval and thereafter to implement, monitor and review the delivery of the approved plan.

**Note:** Some of the tasks for which the District Lead Volunteer is responsible may be delegated to others in the District, including a member of the District Leadership Team.

## Person specification

<b>Knowledge and experience:</b>	
Ability to manage adults 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
<b>Skills and abilities:</b>	
Excellent written and oral communication skills	Essential
Provides advice and guidance effectively to others	Essential
Provides inspirational leadership for the District	Essential
Provides strategic direction for the District	Essential
Motivates adults volunteering in the District	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 tasks and time	Essential
Can 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	Essential
Can use basic computer software	Essential
<b>Personal qualities:</b>	
An understanding of the needs of adult 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 job	Essential

Acceptance of the fundamentals of the Scout Movement
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Essential
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