

**VOLUNTEER  
VACANCY PACK  
DISTRICT EXPLORER  
SCOUT  
ADMINISTRATOR**

# ABOUT SCOUTING



Every year we help 400,000 Young People in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just Young People who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more visit [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)

## Volunteering With Us



Volunteering with us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of Young People?

How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose we'll make sure you're properly trained and supported.

## How You Can Help



We're looking for someone with information management and handling skills. Want to give something back to the community? As a District Explorer Scout Administration you will maintain records for the 14-18 Explorer Scout Section and form a key link with the Scout & Scout Network sections to ensure a seamless transition from Scouts to Explorers & Explorers to Network.

## Up For The Challenge?



Thank you for your interest in volunteering with The Scout Association. Contained in this pack is a role description and person specification for the role above. If you think you are the right person for this role, or if you know someone who might be, please complete the nomination/application form at the end of the document and return it to the address at the bottom of the form. If you would like more information or if you'd simply like to discuss the role please get in touch with:

Name:  Phone:   
Email:

### Scottish Headquarters

Tel: 01383 419 073  
Email: [shq@scouts-scotland.org.uk](mailto:shq@scouts-scotland.org.uk)  
Web: [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)  
Facebook: [www.facebook.com/scottish.scouts](https://www.facebook.com/scottish.scouts)

### Information Centre

Tel: 0845 300 1818  
Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)  
Web: [www.scouts.org.uk](http://www.scouts.org.uk)  
Facebook: [www.facebook.com/scoutassociation](https://www.facebook.com/scoutassociation)

# ROLE DESCRIPTION

## District Explorer Scout Administrator

### This vacancy is for

Name of Scout District	
Located	

### This District has

Number of youth members	
Number of adults	

The District Commissioner is	
The District Explorer Scout Commissioner is	

### Purpose of the role

The District Explorer Scout Administrator is a key role which has responsibility for creating and keeping up to date records of the District Explorer Scout section and its Members.

#### Responsible to

District Explorer Scout Commissioner

#### Main Contacts

District Commissioner, District Explorer Scout Commissioner, District Scout Network Leader, District Secretary, District Scout Network Administrator, District Explorer Scout Leaders, members of the Explorer Scout section

#### Appointment requirements

- Understand and accept The Scout Association's policies
- Completion of module 1 of the Adult Training Scheme

### Main Responsibilities

- Create and keep up to date records of all the members of the Explorer Scout section using the Membership database system
- Maintain records of potential members and Scouts over the age of 13
- Record and document any process delegated by the District Explorer Scout Commissioner
- Pass data, relevant to the Census, to the District Secretary
- Ensure that all District Explorer Scout records comply with the Data Protection Act 1998

# Nomination and application form

## District Explorer Scout Administrator

If you think you know just the right person for this role, or are interested in the role yourself, please complete the form below

Name of nominee or applicant		
Address		
Telephone	Daytime	Evening
Email		
Membership number		

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description)

Please describe the relevant skills that this person has for the role

Please outline why you felt motivated to complete the nomination/application

Please complete this section if you are nominating someone else for this role

Nominated by		
Address		
Telephone	Daytime	Evening
Membership number (if applicable)	Date	

This form should be returned to \_\_\_\_\_ by \_\_\_\_\_