



3rd Hayling Scout Group How can I Help



Introduction

We are in the process of changing the support structure associated with the 3rd Hayling Scout Group. For many years, Scouting like many other voluntary organisations has relied on a small number of volunteers giving significant amount of time to the group.

Today, with all of the demands placed on each of us, we can no longer assume that our Leaders can also perform the many other roles demanded on a large group and continue to meet the increasing demands placed on us. For example:-

- ❖ we now need to have specially qualified people for any adventurous activity, whilst the youth of today expect us to provide more adventurous programmes
- ❖ Legal requirements for the protection of young people, require increased training and time for the leaders
- ❖ Requirements of governmental groups such as the CRB and Charities commission place an increasing demand on the leaders and the group for paper-work and general administration.
- ❖ The cost of Scouting today, if we are to provide activities to attract young people demands a change to funding, particularly as we continue to get no financial support from National or local government.

So, we need to change and as Philip Blosse our chairman recently said, we need to move from:-
"Relying on a few giving a lot of time to looking for support from a greater number each of whom can give a lesser and more realistic amount of time."

We have a number of initiatives underway, including looking at how to attract back into the group those who have previously been involved in Scouting, but primarily we are looking to share the workload. If every adult in every family in the group offered **just 1 hour a month, (that is 12 hours per year)** we would have sufficient resource to meet the increasing demands. Some roles of course are more demanding than others.

The following pages describe the ways in which you can give us your 12 hours a year and offer a range of opportunities to help us ensure the youth of Hayling get the widest chance to enjoy their growing up. Please take the time to complete this and return it to me.

Many thanks for helping us help the young people of Hayling.

Ian Hawke - Group Scout Leader



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Leader and Helper Roles

Function	Role	Time	Commitment	Comments
Beaver Sections	Leaders / Helpers Regular help with our youth sections, working as part of a team providing fun, adventure and learning to the young people. Main requirement is enthusiasm and common sense. Full training is provided.	1 hr per week for meeting. Approx 10 hours a term for other activities & meetings, many of which are optional..	2 years	Urgent need for 2 to 4 Beaver Helpers,
Cub Sections	Leaders / Helpers Regular help with our youth sections, working as part of a team providing fun, adventure and learning to the young people. Main requirement is enthusiasm and common sense. Full training is provided.	1½ hr per week for meeting. Approx 20 hours a term for other activities & meetings many of which are optional.	2 years	Urgent need for 1 to 2 Cub Helpers.
Scout Sections	Leaders / Helpers Regular help with our youth sections, working as part of a team providing fun, adventure and learning to the young people. Main requirement is enthusiasm and common sense. Full training is provided.	2 hrs per week for meeting. Approx 40 hours a term for other activities & meetings many of which are optional. Plus Camps.	2 years	Additional help always welcome.
Explorer Sections	Leaders / Helpers Regular help with our youth sections, working as part of a team providing fun, adventure and learning to the young people. Main requirement is enthusiasm and common sense. Full training is provided.	2 hrs per week for meeting. The Explorer section hold a number of activities at other times, and also use specialist skills for their activities. The time required for this section is also more flexible based on activity and skills. There will be a number of camps, and usually an annual expedition.	2 years	Additional help always welcome.



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Executive Committee Appointments

Function	Role	Time	Commitment	Comments
Chairman	The Executive Committee has the overall responsibility for the financial and asset health of the group. The chairman's role is critical not only for the committee but also as an ambassador to Scouting and the 3 rd Hayling Group.	6 * 2 hour meetings per year as part of the Group Executive meetings. Significant additional time in running the group, promotion of the group.	Normally not less than 3 years.	Appointed by the Group Scout Leader.
Secretary	Secretary to the Executive Committee, carrying out normal secretarial duties including meeting minutes, letters and maintaining group records.	6 * 2 hour meetings per year as part of the Group Executive meetings. Other time as required.	2 years	
Parent Representatives	Parent representatives provide a link between the section and the Executive and Sub committees through the eyes of a parent and the young person. The purpose of these reps is to provide an all round and balanced view of need and direction. This role is focussed on the group and not the individual section.	6 * 2 hour meetings per year as part of the Group Executive meetings.	1 year for Beaver Parent 2 years for other sections.	Roles Vacant One Person for Beavers, one for Cubs, one for Scouts and one for Explorers.



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Finance Support Team

Function	Role	Time	Commitment	Comments
Treasurer	Executive Committee Member Overall responsibility for the finance team, responsible for managing the finance and accounts of the group.	6 * 2 hour meetings of the Executive per year. 1 team meeting per term, Budget plans and time to maintain accounts.	2 years	
Subs Secretary	Defines the arrangements for collection of subs, track who has paid, provides reports to GSL, Leaders and treasurer of subs payment status. Main activity is at the beginning of each term.	Approx 20 hours per term.	2 years	
Section Subs Admin	One person per section who will visit the section for each of the first 2 or 3 meetings of term, to collect the subs from the leader, track who has paid and chase up outstanding subs. Collate the information and pass the money and details to the Subs Secretary.	Approx 3 hours at the beginning of each term.	1 year	7 Roles Vacant This is a new role which will greatly assist the leaders of the section. One person per section.
Gift Aid Secretary	Promote and encourages the use of Gift Aid within the group. With treasurer and subs secretary track timing and amount of subs paid. Complete annual returns.	4 hours per term 10 hours annual collation of returns.	2 years	



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HQ & Facilities Support Team

Function	Role	Time	Commitment	Comments
HQ & Facilities Manager	<p>Executive Committee Member Overall responsibility for the HQ and facilities owned, rented or used by the Group. This is more of a managing role for the expanding HQ & Facilities teams defined in the roles below. A Leader will be appointed as the primary liaison between the HQ & Facilities Manager and the uniformed sections.</p>	6 * 2 hour meetings of the Group Executive per year. 1 team meeting per term and 1 Leaders meeting per term. As we set up this new team, it is anticipated other meetings will be required.	2 years	<p>Role Vacant This is a new position which will be critical to the continued success of the Group.</p> <p>Budget Assigned</p>
HQ & Facilities Maintenance Coord.	<p>Executive Committee Member Responsible for the ongoing maintenance and cleanliness of the HQ and facilities. With the HQ Manager, will appoint others to carry out specific roles. A list of individuals with the various skills required for maintenance is being developed. The HQ Maintenance coordinator will call for the skills as required in the upkeep of the HQ.</p>	6 * 2 hour meetings of the Group Executive per year Team meetings as required and 1 leaders meeting per term. Follow up on maintenance work is key.	2 years	<p>Role Vacant This is one of the most critical areas for the group at this time.</p> <p>Budget Assigned</p>
HQ Cleaning Paid at £5 per hour	One or two people to ensure that defined areas of the HQ are kept clean. The areas include the Kitchen, Toilets, back rooms and reception.	2 hours per week at a time to be agreed.	1 year	This is the only paid position within the group
Land Maintenance	Maintain the land owned and used by the Group. Includes Grass Cutting, safety and security of the land plus other work as agreed.	1 hour per week on average.	2 years	Role Vacant
HQ Lettings	Coordinate the arrangements for the letting of the HQ, including agreements details and access.	Max of ½ hour per week average.	2 years.	Role Vacant
HQ Caretaker	Make regular visits to the HQ to ensure that everything is OK. Report and problems to the HQ Maintenance Coordinator.	30 minutes per week	2 years	

We also have a need to identify people with specific skills that can help us offset some of the costs of maintenance. The list appears on a later page.



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Leader Support Team

Function	Role	Time	Commit-ment	Comments
Badge Secretary	Across the sections, over 1000 badges of different types are given to the young people each year. The Badge secretary is responsible for ensuring the stocks of badges in the HQ are maintained to agreed levels, for ordering replacements from the District. Special orders may be requested by the Leaders, if working on a particular badge.	1 hour per week to monitor badge use, order and dispatch received stock.	2 years	Role Vacant
Second Hand Uniform Manager	As we collect items of uniform, it will be passed to this person to assess suitability for re-use, cleaning and packaging. When new people join the group, they will be informed of our 2 nd Hand Uniform so they can see whether we have the required items in stock and buy at agreed prices..	Based on this role which was done for many years by one person, probably only 1 to 2 hours per month.	2 years	Role Vacant
Social Secretary	Be responsible for organising social events for the leaders or special events for Parents etc.	Normally 2 to 3 events per year.	1 year	Role Vacant
D of E Coordinator	The Duke of Edinburgh's scheme is now more integrated with Scout Training. Within our group we would benefit from an individual taking on the full role of coordinator for the D of E scheme.	Approx 20 hours per term.	3 years	Role Vacant
Newsletter Editor	An individual who will collate information on what the sections are doing and produce articles for the Islander and also items for inclusion in the THN newsletter.	Approx 3 hours per month.	1 year	Role Vacant
Group Photography Team	A team of people who are able to attend meetings and functions to take photo's (digital or normal) for inclusion in publicity or for display.	We have on average 2 items per month..	2 years	Role Vacant



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Leader Support Skills Teams

Function	Role	Time	Commit-ment	Comments
General Information	<p>Scouting like most organisations requires trained staff for any adventurous activity. We continue to expand the opportunities available and therefore need to maintain a list of trained people to run sessions. Most sessions will be for the group, however occasionally we will offer to run for other organisations at a cost to cover the individuals expenses plus to recover some of the cost of equipment maintenance and replacement..</p> <p>With the appropriate level of skilled instruction we will always make the investment in the required equipment. Any activity considered.</p> <p>The group will cover the cost of training, provided we get a 3 year commitment to run the activity for the benefit of the group.</p>			
LifeGuard Team	Qualified life guards for swimming, normally at the Mill Rythe School.	Total requirement about 7 sessions per term (based on 1 per section).	3 years	None Identified
Archery Teams	Qualified to recognised level to run sessions for the group and other organisations.	Approx 20 ½ day sessions per year plus occasional evening sessions.	3 years	1 in group, but need more.
Climbing Walls	Scouting training required for use of walls at Scout campsites.	Approx 3 sessions per year	3 years	1 in group, but need more.
Hillwalking	Mountain Leadership training required.	Approx 4 sessions per year, each of one day or full weekend.	3 years	1 in group, but need more.
Canoeing	BCU requirement.	Approx 6 sessions per year	3 years	Role Vacant



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Promotions Team

Function	Role	Time	Commitment	Comments
Funds Manager	Executive Committee Member Overall responsibility for the additional income finance required to operate the Group. This specific role will manage the team of people responsible for fund-raising, gaining sponsorship opportunities and the promotion of Scouting on Hayling Island.	6 * 2 hour meetings of the Executive per year. 1 team meeting per term, Other meetings as identified in support of specific actions.	2 years	Budget Assigned
Fund Raising Coordinators	Individuals who will manage and coordinate the running of a specific event. The objective is that an individual will only need to focus on organising one activity and will have access to a list of individuals for support.	This will vary based on the event, but should be between 10 and 20 hours per year.	2 years	2 Roles Vacant
Sponsorship Opportunity Coordinator	Based on own ideas and opportunities identified by others follow up and establish what type of sponsorship may be available from other organisations or individuals.	Probably about 4 hours per month.	2 years	Role Vacant This is a new concept for us and we need to better define what and how.
Promotions Manager	Develop and build a series of promotional materials that can be used at a variety of group events or for general publicity.	I do not know, but estimate approx 2 hours per week ave.	2 years	Role Vacant Budget Assigned
Fund raising Support Team	A team of people to be called upon to help with the organisation and running of individual events.	Total requirement of about 60 hours per year.	Ongoing list	



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HQ Maintenance Skills

Please indicate any skills you have that our HQ maintenance team can call upon during times of need. We are not necessarily looking for fully qualified individuals but of course we do need to ensure the continued safety for all who use the HQ. The list below is not exhaustive so if you have a skill which is not included but you believe may be of benefit to us please add to the others list.

Historically we do not expect to make regular calls on your time but it would be very reassuring to all concerned knowing that we can call upon someone who has the skills when needed.

Please tick the can you help box.

Skill	Type of Work	Can you Help
Electrical	Electrical repair work, installation of additional lighting and sockets. Fault diagnosis.	
Simple Plumbing	We have a limited number of sinks and water outlets, but occasionally we need to carry out simple repairs including washer replacements.	
Gas Appliance servicing	We have gas in the kitchen for the water heater and also an industrial gas heater in the main HQ. These both require annual servicing.	
Simple Gas Plumbing	Not sure if we will need this, but since we have gas installed we may, in the future require some additional plumbing.	
Tiling Work	Repair and new work as we continue to enhance the kitchen and shower areas.	
Showers (Electrical)	We have electrical showers which may require repair or servicing to be completed.	
Kitchen Unit Maintenance	With the number of people using the HQ weekly, we do get some damage to a range of units which requires repair or replacement.	
Window Replacement	Occasionally damage to a window requires glazing work to be carried out. If this happens a quick repair is essential for HQ security.	
Metal Work	Fixing of metal brackets. We also plan to extend the number of doors protected with metal kick boards.	
Decorating	Every couple of years, redecoration of the main Hall and in between years the other smaller rooms.	
Woodwork	Mainly repair work for example to our notice boards or patrol boxes.	
Other Skills		