

Support Team

This is a draft team description. A finalised version will be shared later in 2023.

Purpose

The District Support Team gives tools and resources to help Scouts run smoothly.

Who's in the team

- Support Team Leader
- Support Team Members
- Team Leaders of any sub-teams of the District Support Team

Allocated tasks

Support Scouts locally by engaging with the community

- Create and look after relationships with other organisations that can help Scouts grow locally.
- Create a positive image of Scouts in the local community. For example, through local media.
- Plan and run fundraising events when they're needed.

Open new provision

- Work with Groups and other District teams to open, close, or merge Sections (depending on local demand).

Support effective processes

- If asked to by the Trustee Board, help with finance admin to keep an eye on income and spend. This could include bookkeeping, paying expenses/invoices, and tracking income/expenditure against the budget.
- Set up and look after email, web, social media, and web meeting systems for the District (and, if appropriate, for Groups and Units).
- If there are staff, make sure they're properly managed and well recognised.
- Look after joining enquiries across the District.

Look after property and equipment

- Check bookings and maintenance for any District-owned property and equipment (including 14-24 Sections).
- Oversee meeting places for 14-24 Sections (whether they're rented, leased, or owned).