AT A GLANCE The appointment Process: Quick Reference Guide

The Appointment Process

The appointment process in Scouting helps us to make sure that we appoint suitable adults into volunteer roles that are right for them. Whether you want to be a Leader or Manager, Trainer or Administrator, Skills Instructor or Executive Committee Member, the appointment process aims to make sure that you take on a role that suits your availability, skills and interests.

This guide gives you an overview of the appointment process so that you will know what to expect. The process is slightly different depending on what role you are taking on, but at a glance:

- If you are becoming an Executive Committee role or a role in their team, or Scout Active Support Member, refer to diagram 2
- If you taking on any other role (including as a Leader, Section Assistant or Manager) refer to diagram 1.

For more information on the appointment process (including questions about whether you should be referring to diagram 1 or 2) ask your line manager or Appointments Secretary, or alternatively, contact the Scout Information Centre on 0345 300 1818.

Appointment Checklist

- ☐ Induction plan agreed
- Application
- Approval
- ☐ Getting Started Training
- Appointment

Line Manager name and contact details:

Appointments Secretary name and contact details:



1. All appointments (except Executive Committee and their team and Scout Active Support members)

Exceptions - Scout Active Support Coordinator, Skills Instructor and Nights Away Adviser roles go to Full after approval and before Getting Started training may be complete. The same applies to District Explorer Scouts Administrator role, also references and AAC meeting are not required for this role.

Application

- Agreement of role with line manager and discussion about Scouting, its key policies and training
- Completion of application, either via AA form or online with line manager
- Record created on Scouts membership database (Compass)
- DBS application input with line manager

Approval

In any order:

- Completion of DBS check
- Return of at least two references
- A meeting with three members of your local Appointments Advisory Committee
- Then approval from your relevant Commissioner

When these stages have been completed, your role status will move to Provisional, unless you have completed your Getting Started training, in which case it will move straight to Full

Getting Started Training

• Completion within 5 months

Appointment

- When both the prior stages are complete, your role goes to Full appointment
- May now be invested if a uniformed role or opted to be a Member rather than Associate member

Induction:

Your line manager and other adult volunteers will support you through the first few months in Scouting, making sure that you have everything you need to get started in your role. Your line manager will provide you with an induction plan to support this.

2. Executive Committee roles and their team*, Scout Active Support Members

*AAC members, Sub-committee members, Administrators, Advisers, Badge Secretary, Camp wardens, Centre Managers, Communications Manager, Supporter, Chaplain

Application

- Agreement of role with line manager and discussion about Scouting, its key policies and training
- Completion of application, either via AA form or online with line manager
- Record created on Scouts membership database (Compass)
- DBS application input with line manager

Approval

- Completion of DBS check Approval from one of the following:
- Your Scout Council (normally at the AGM) – for elected and nominated Executive Committee Members
- Your Executive Committee for co-opted Executive Committee Members, Administrators, Advisers and Supporters
- Your Scout Active Support Manager for Scout Active Support members

Appointment

 When both the prior stages are complete, your role goes to Full appointment

Getting Started Training

• Completion within 5 months

Induction:

Your line manager and other adult volunteers will support you through the first few months in Scouting, making sure that you have everything you need to get started in your role. Your line manager will provide you with an induction plan to support this.