

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

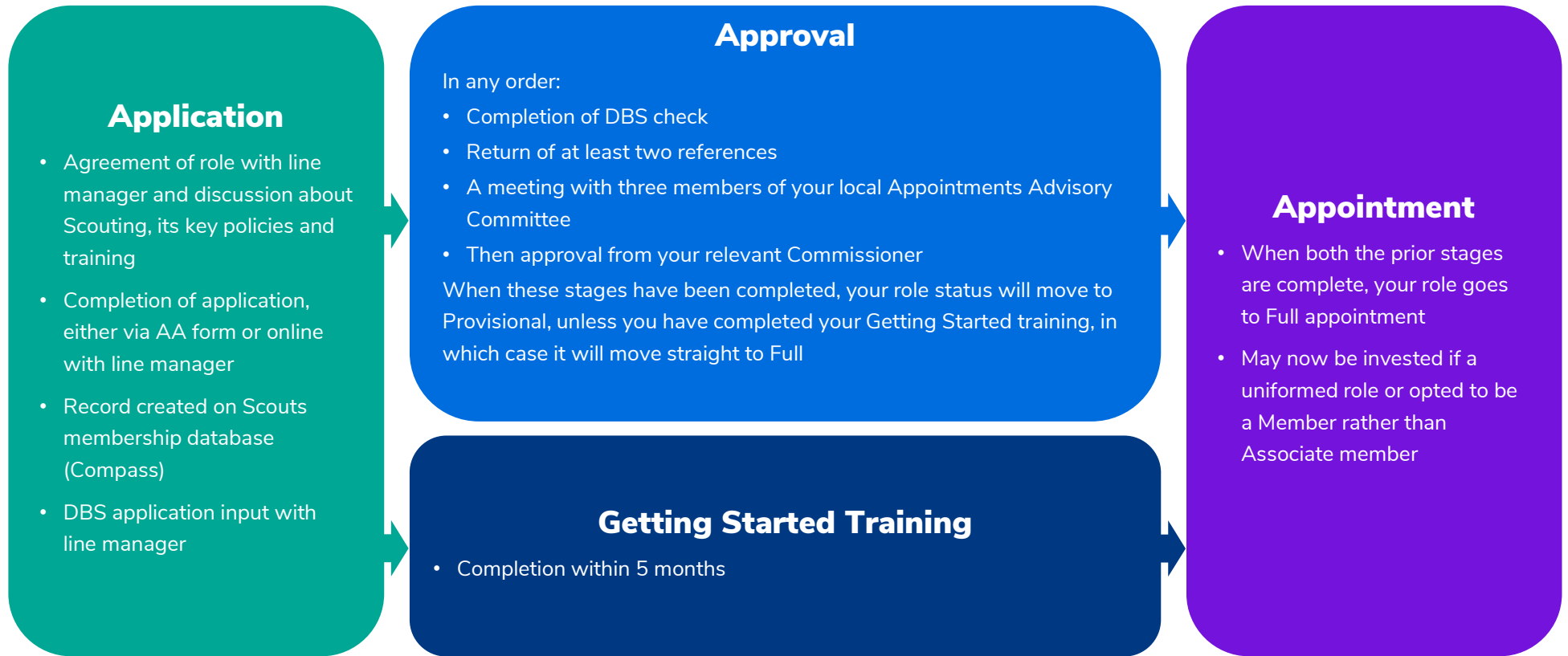
Line Manager name and contact details:

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.



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



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