THE KENYA SCOUTS ASSOCIATION

JOB DESCRIPTIONS FOR ADULTS IN SCOUTING (VOLUNTEERS)

MARCH 2016
JOBS DESCRIPTIONS & PROFILES

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1. PATRON

JOB-DESCRIPTION

Mission (Main Tasks):
- Ceremonial Head of Scouting in Kenya
- Symbol of Unity of Scouting in Kenya
- Encourage and foster Scouting in the country
- Preside over the Patron’s/ Awards & Honors Day

Secondary Tasks:
- Host and preside over important National and International Scouts events held in our country
- Encourage partnerships with government agencies, donors and the International community
- Commission the Chief Scout, Chief Commissioner and the Deputy Chief Commissioners
- Be a guiding pillar and arbiter to the Association

JOB PROFILE

Essential Characteristics:
- Shall be the President of the Republic of Kenya provided he/she is willing to accept the office
- Ability to work with youth and adults
- Ability to inspire youth to realize their leadership potentials
- Sociable
- A good role model
- Have a vision for the youth
- Ability to guide and advise the youth
- Ability to mobilize resources
- Ability to protect the Ideals of Scouting
- Accessible and available for the youth
- Impartial

Characteristics to Develop Quickly
- Knowledge of Scouting ideals, Scout-wear and awards
- Awareness of Local and International Scouting activities

Term of office:
- 5 years renewable

Reports to:
- N/A

Other Adults reporting to the Patron:
- Chief Scout and/or Chief Commissioner

2. CHIEF SCOUT
JOB DESCRIPTION
Mission (Main Task):
• Chair National Scout Council meetings
• Preside over National Scouts functions
• Shall brief the Patron on scouting matters
• Foster and encourage Scouting in Kenya and watch over the interest of the Scout Movement
• Arbitrates in case of disputes between the officials of the council
• Spearhead sourcing for resources for the Association
• Support the activities of the National Scouts Parliamentary Union in Kenya

Secondary Tasks:
• May attend National Executive Committee meetings as an ex-officio
• May launch any new National Scouting activities
• May represent the Kenya Scouts Association in National and International meetings

JOB PROFILE
Essential Characteristics:
• Available and reachable
• University Degree holder
• Fluency in English and Kiswahili
• A good role model/public image
• Able to relate well with youth and adults
• Aged at least 26 years and not more than 60 years
• Have interest in Scouting

Characteristics to develop quickly:
• I.T Literacy
• Communication skills/Negotiation
• Develop Scouting skills

Secondary characteristics
• Team player
• Managerial skills

Term of office:
• 3 years renewable once

Reports to:
• The National Scouts Council
• Patron

Other adults reporting to that person:
• Chief Commissioner
• National Executive Commissioner as the Secretary to the Council

3. CHIEF COMMISSIONER
JOB DESCRIPTION
Mission (Main Tasks):
• Chair meetings of the National Executive Committee
Kenya Scouts Association

Job descriptions and Profiles for
Volunteers

- Chair the National Council meeting in the absence of the Chief Scout
- Appoint National Commissioners in consultation with the Chief Scout and the elected members of National Executive Committee
- Co-ordinates the work of all Commissioners
- Signs all warrants for Commissioners and other Scouter and ensures the registration of County Scouts Associations
- Withdraws, suspends or causes to be withdrawn the warrants or temporary permits of any Scouter on recommendation from the relevant committees.
- Recommends to the Chief Scout the presentation of such Honors and Awards as may be approved by the Executive Committee
- Responsible for overall Leadership and Management of the Association
- May represent the Association to the public and other authorities
- Withdraws, suspends or causes to be withdrawn the registration of County Scouts Associations or Regional Cluster Committees.
- Encourages the formation of functional County Scouts Associations and proper delivery and implementation of the Scout Programme
- May represent Kenya Scouts Association in National and International Scouting fora
- Spearheads sourcing for resources for the Association

Secondary Tasks:
- May preside over Scout functions and ceremonies
- Assigns duties to Commissioners and any other officers of the Association as needs arise.
- Presents a progress report for the preceding year to the AGM of the National Scout Council

JOB PROFILE

Essential characteristics:
- Administrative skills
- A good role model
- Good Public relation and Communication Skills
- At least a first Degree holder
- Human Resource management skills
- Ability to interpret and offer guidance on Policy matters
- Available and accessible
- Ability to mobilize resources
- Ability to interact with the youth, guide, counsel and share with them
- Ability to represent and defend the interests of Kenya Scouts Association in local and international forums
- Honest and accountable
- Ability to influence others to perform their tasks/Team player
- Aged at least 26 years and not more than 60 years
- Innovative in scouting developmental matters
- Has successfully, managed previous Scouting Leadership roles.

Characteristics to develop:
- General Scouting skills
- Communication skills
- Negotiation skills

**Secondary characteristics**
- Good interpersonal skills
- IT literate

**Term of office:**
- 3 years renewable once

**Reports to:**
- Chief Scout and the Scouts Council
- Patron

**Other Adults reporting to the Chief Commissioner:**
- The National Executive Commissioner
- All Commissioners
- Members of National Executive Committee

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**4. DEPUTY CHIEF COMMISSIONER**

**JOB DESCRIPTION**

**Mission (Main Tasks)**
- Deputize the Chief Commissioner
- Chair meetings of National Executive Committee in the absence of the Chief Commissioner, and on behalf of the Chief Commissioner, may
- Co-ordinate the work of all Commissioners;
- Is responsible for overall Leadership and Management of Commissioners in the Association;
- May represent the Association to the public and other authorities;
Kenya Scouts Association  
Job descriptions and Profiles for Volunteers

- Encourages the formation of functional County Scouts Associations and proper delivery and implementation of the Scout Programme;
- May represent Kenya Scouts Association in national and international Scouting fora;
- May assist in spearheading sourcing for resources for the Association
- Carry out any other tasks assigned to him or her by the Chief Commissioner

Secondary Tasks:
- May preside over Scout functions and ceremonies
- May assign duties to Commissioners and any other officers of the Association as needs arise.
- May present a progress report for the preceding year to the AGM of the National Scout Council in the absence of the Chief Commissioner.

Essential characteristics:
- Administrative skills
- A good role model
- A 4 beads holder (LT)
- Good Public relation and Communication Skills
- A first Degree holder
- Human Resource management skills
- Ability to interpret and offer guidance on Policy matters
- Available and accessible
- Ability to mobilize resources
- Ability to interact with the youth, guide, counsel and share with them
- Ability to represent and defend the interests of Kenya Scouts Association in local and international fora
- Honest and accountable
- Ability to influence others to perform their tasks/Team player
- Aged at least 26 years and not more than 60 years
- Innovative in scouting developmental matters
- Has successfully managed previous Scouting Leadership roles.

Characteristics to develop:
- General Scouting skills
- Communication skills
- Negotiation skills

Secondary characteristics
- Good interpersonal skills
- IT literate
- Good training skills

Term of office:
- 3 years renewable once

Reports to:
- Chief Commissioner, Chief Scout and the Scouts Council
5. CHAIRPERSON, NATIONAL MANAGEMENT AND STRATEGIC PLANNING COMMITTEE

Mission: To implement the decisions of the National Executive Committee and to perform the day to day strategic planning and management functions of the KSA, directly supervising the secretariat as directed by National Executive Committee.

Job description:

Main tasks

- Chair the Management and Strategic Planning Committee meetings
- Coordinate the preparation of agenda for National Executive Committee meetings
- Directly supervise the secretariat
- Coordinate the strategic plans for all departments of the Association
- Preside over review and preparation of strategic plans as need may arise
- Lead the preparation of relevant Management and Strategic Planning policies
• Reporting to the National Executive Committee on Management and Strategic Planning issues
• Ratifying the departmental expenditures
• Reviewing staff establishment, terms of service and their remunerations

**Job profile**
• At least a graduate with a degree in Business Management or Human Resource
• Have communication and Managerial skills
• Honest and accountable
• Accessible and available
• Be interested and knowledgeable in Scouting matters
• Have good negotiation skills
• Should be a team player
• Principled, focused and assertive
• Knowledgeable on policy making
• Good role model
• Being gender sensitive
• Aged at least 26 and not more than 60 years

**Term of Office:**
• 3 years renewable once

**Reports to:**
• Chief Commissioner
• National Executive Committee

**Other adults accountable to the Chair Management:**
• Technical Chair persons
• National Executive Commissioner

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6. **INTERNATIONAL COMMISSIONER**

**JOB DESCRIPTION**

**Mission (Main Tasks)**
• Endeavor to promote relationships and experience exchange with other Scout Association at the world levels as well as develop fraternity and friendship among them.
• Develop relationships between Associations and coordinating twinning agreements/ Programmes
• Oversee the implementation of the World Scout Policy on Foreign Relations
• Co-ordinate participation in Regional and World Scout activities
• Enhance linkages and good relationships with Ministry of Foreign Affairs and Foreign missions
• Co-ordinate the development and implementation of National Scout Policy for foreign relations

**JOB PROFILE**

**Essential Characteristics:**
- Good Public Relations and Communications skills
- Degree level of Education
- Subscribe to the Movements’ Principles and Objectives
- Willing to travel widely
- Ability to communicate in foreign languages.
- Experience in international relations
- Ability to set up relationships with others
- Aged at least 26 years and not more than 60 years
- Has sufficient time to undertake tasks
- Interested in working with the youth
- Knowledge of current trends in Scouting Programmes

**Characteristics to develop quickly:**
- IT Literacy
- Negotiation skills

**Term of office:**
- 3 years renewable once

**Reports to:**
- Chief Commissioner

**Other Adults reporting to that person:**
- All adults participating in international events.

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7. NATIONAL TREASURER

**MISSION:** oversee the implementation of the financial decisions of the Kenya Scouts Council and follow up the application of financial regulations and uphold financial discipline in the Association.

**JOB DESCRIPTION**
- Coordinate the preparation of annual Association budget
- Oversee the planning for alternative sources of funds
- Chairs the Finance Committee
- Carry out regular financial audit
- Ensure that the required financial documents are written up, preserved and available for inspection
- Present financial reports to the Management Committee, National Executive Committee and the National Scouts Council.
- Ensure capacity building for Finance staff.
- Ensure the Governmental financial guidelines and regulations are adhered to.
- Coordinate benchmarking with relevant financial institutions
Kenya Scouts Association  
Job descriptions and Profiles for Volunteers

- Authorize expenditures
- Recommend the sourcing and application of the most appropriate financial system.

**Job Profile**
- Have a university degree in the relevant field
- Have substantive professional training in financial accounting; CPA (K) or equivalent
- Familiar with the nature of Scout's activities/ programme
- Familiar with the financial rules of the Association
- Have experience in the financial work in an established organization
- Committed to the Principles and Aim of the Movement
- Voluntary work /volunteerism spirit
- Able to find alternative solutions/resource mobilization
- Aged at least 26 years and not more than 60 years
- Meet integrity threshold as per Kenyan Constitution
- Honest and accountable
- Accessible and available

**Secondary qualities**
- Tendency to work with the group and achieving its purpose
- Self-training and appraisal
- Strong negotiation skills
- Strong interpersonal skills

**Term of Office:**
- 3 years renewable once

**Reporting to:**
- National Scouts Council through the Chief Commissioner

**Other adults reporting to National Treasurer:**
- All Accountants
- All Adult handling Association funds.

8. **LEGAL ADVISOR**

**Main tasks**
- Advise/ represent the Association on all legal matters
- Preside over drafting/reviewing the KSA Constitution and defend it when need arises or at specified periods
- Interpret the Law and Constitution to members of the Association
- Spearhead/uphold/protect the Kenya Scouts Association as a legal entity/ Corporate body
- Oversee/ vet signing of contracts for partnership/collaboration with KSA.
- Advice the Association on matters of law concerning or touching upon the affairs of the Association and on any other legal issues
- Handle disputes regarding the interpretation of the provisions of KSA constitution.
- A member of KSA National Executive Committee.

**Job profile**
Kenya Scouts Association

Job descriptions and Profiles for Volunteers

- Be a practicing lawyer
- Have interest in Scouting
- Be accessible and available
- Be knowledgeable in Scouting matters
- Aged at least 26 years and not more than 60 years
- Have voluntarism spirit
- Subscribe to Scouting ideals

Term of office:
- 3 years renewable once

Report to:
- National Executive Committee and National Scouts Council

9. CHAIR, BOARD OF TRUSTEES

JOB DESCRIPTION
- Chairperson to the Board of Trustees
- Pay and apply both capital and income for general purposes of the Association
- Oversee the sale, mortgage, charge, lease, exchange and otherwise dispose of such trust property
- Invest such funds and supervise such trusts, foundations and other investments
- Incorporate or cause to be incorporated such bodies or legal entities as may be deemed suitable for proper management of the assets of the Association or part of it
- Safeguard the common seal, and property ownership documents of the Association
- Perform any other duties as may from time to time be delegated by the council

Essential characteristics
- A degree holder in Business management or Law
- Interest in Scouting
- Be accessible and available
- Ability to mobilize resources and put in place mechanism to safeguard the same
- Honest and accountable
- Ability to negotiate
- Be good role models
- Economically stable
- Aged at least 26 years and not more than 60 years

Term of office:
- 3 years renewable once

Report to:
- National Executive Committee and National Scouts Council

10. NATIONAL TRAINING COMMISSIONER
MISSION: Responsible for the Association National Training Policy implementation and assisting in leaders’ self-training and undertaking their missions and roles efficiently in order to achieve the Movement’s Objectives within the Association’s Organizational structure.

JOB DESCRIPTION
Main tasks
- Chair the National Training Committee and Team
- Ensure the provision of training opportunities for leaders according to their missions in Association
- Working with committees to set up training schemes in consistency with leadership missions
- Oversee regular review of the Association Training Policy
- Coordinate his/her subordinates {County and sub county Training Commissioners} to draw their training plans to meet the County Scout Association’s requirements
- Ensure the production and regular review of appropriate training manuals
- Ensure leadership training is done at all levels
- Monitor training activities at all levels
- Ensure the entire leadership is provided with opportunities for continuous training
- Ensure proper and fair nomination of leaders for training missions
- Ensure the provision of training aids and tools
- Promote relationships with the training executives at National and other levels.
- Promote relationships with organizations and agencies relevant to training skill development
- Present training reports to the Management and National Executive Committees
- Sign all training certificates
- Represent the Association in education Methods conferences locally and internationally

Job Profile
- At least 1st Degree holder
- Ability to persuade and be persuaded
- Realistically, giving opinions
- Practice training as a Leader Trainer for not less than 5 years
- Accept the Movement’s Objectives, Principles and Method
- Believe in the Mission of Voluntary Action
- Age at least 26 years and not more than 60 years
- Be a researcher
- Good role model
- IT literate
- Honest and accountable
- Accessible and available

Secondary characteristics
- Negotiation skills
• Communication skills
• Managerial skills
• Leadership skills

Term of Office:
• 3 years renewable once

Reports to:
• Chief Commissioner
• National Executive Committee
• Management Committee

Other adults accountable to National Training Commissioner:
• Members of the National Training Committee/Team
• County and sub County Training Commissioners

11. NATIONAL PROGRAMME COMMISSIONER

JOB DESCRIPTION

Main tasks
• Chairs National Programme Committee meetings/ workshops
• Represent the Programme Committee at the National Executive Committee
• Ensures the development and regular review of the National Youth Programme Policy that is consistent with World Youth Programme Policy
• Coordinates the planning of all aspects of the youth programme nationally
• Create awareness of what Youth Programme is and its importance among leaders at all levels
• Ensures the development, evaluation and regular review of the Youth Programme to meet the changing needs of the youth
• Ensures timely production of resource materials i.e. handbooks for the youth and adult leaders in all age sections
• Ensures the delivery of services and grading of Youth Programme in each section
• Ensures proper integrating of specialized dimensions relevant to youth/societal needs in Youth Programme i.e. community involvement etc.
• Leads the National Programme Committee
• Recommends training and development opportunities for members of the Youth Programme Team
• Presents to the National Executive Committee the Youth Programme plans, needs, budgets, progress reports.
• Ensures regular awarding of certificates and badges for all Scouts
• Issue letters of appointment to Cluster, County and sub County Programme Committee members.
• Coordinates research on Youth Programme matters with the help of the Youth Programme Committee.
• Supervises all Youth Programme activities in the Association
• Assigns Youth Programme Committee Members, County and sub County Programme Commissioners various duties as required by the Youth Programme Team
• Represents the Association in Youth Programme conferences locally and internationally.

**JOB PROFILE**

**Essential characteristics:**
• Skilled in Motivating, Coordinating and Managing others
• Creativity skills
• Strong Scouting background, with experience and/or training in youth programme
• Ability to work in harmony with others and to influence decisions
• Knowledge of Youth Development, needs, and aspirations of young people
• Be sensitive to the aspirations and needs of Scouts with challenges
• A graduate with at least a first degree
• At least a Leader Trainer [LT]
• Honest and accountable
• Accessible and available
• Team player
• Communication skills
• IT literate
• Good role model
• Negotiation skills
• Aged at least 26 years and not more than 60 years

**Term of Office:**
• 3 years renewable once

**Reports to:**
• Chief Commissioner
• National Executive Committee
• Management Committee

**Other adults accountable to the National Programme Commissioner:**
• Members of the Programme Committee/Team
• County and sub county Programme Commissioners

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12. NATIONAL EXECUTIVE COMMISSIONER

**Mission:** To manage the day to day operations of KSA Secretariat.

**JOB DESCRIPTION**

• Manages and directs the affairs of National Headquarters secretariat in accordance with policies determined by the National Scouts Council and the National Executive Committee
• The secretary to National Executive Committee and Management Committee
• Ex official member of all KSA sub/technical Committees
• Liaison officer of Kenya Scouts Association Headquarters
• Handling all communications to and from KSA Headquarters both locally and internationally
• Reports to the National Executive Committee and Management Committee.
• Approves, controls and monitors the day to day expenses of the Association
• Accounting officer of the Association.
Kenya Scouts Association

Job descriptions and Profiles for Volunteers

- Link between the KSA staff and other stake holders
- Coordinates the regular review conditions of service for KSA staff from time to time and reports to the Strategic Planning and management Committee.
- Custodian of KSA assets and official documents
- Carries out any other duties as may be delegated by the Chief Commissioner or the National Executive Committee

Job profile:

Essential characteristics
- Be a professional with proven managerial skills
- Be versed with fundamentals of Scouting (principles and values)
- Uphold KSA policies and legal documents
- At least a graduate with a first degree
- At least a wood badge holder
- Honest and accountable
- A team player
- A good role model
- IT literate
- A resource mobilizer
- Be good in advocacy
- Firm, focused, decisive and assertive
- Aged at least 26 years and maximum of 60 years

Term of Office:
- 3 years contract renewable

Reports to:
- Chief Commissioner, National Executive Committee, Management Committee

Other adults accountable to National Executive Commissioner:
- Members of the Secretariat

13. NATIONAL COMMISSIONER(S)

Mission: Manage the affairs of a National sub Committee effectively

JOB DESCRIPTION

Main tasks
- Chair the relevant sub/technical Committee meetings
- Represents the Subcommittee in the National Executive Committee
- Provide policy guidelines and exercise oversight over the secretariat in their relevant departments
- Ensures the drafting, implement and regular review of the departmental policy
- Coordinates the preparation of, and monitors the relevant departmental annual plans and budgets
- Leads the Committee in setting up development strategies for their Committee Members
- Ensures all County and sub county relevant Commissioners draw their working plans to meet the County Association requirements
- Ensures the provision of relevant aids and tools for their Committees
Promote good working relationships with the relevant departmental executives at National and other levels.
Promote a working relationship with organizations and agencies relevant to their areas
Represents the Association in activities related to their areas locally and internationally

**Job profile:**

**Essential characteristics:**
- Skilled in Motivating, Coordinating and Managing others
- Creativity skills in their areas of operation
- Expertise in their areas of operation
- Ability to work in harmony with others and to influence decisions
- Knowledge in Scouting
- Be sensitive to the aspirations and needs of Scouts with challenges
- A graduate with at least a first degree
- Honest and accountable
- Accessible and available
- Team player
- Communication skills
- IT literate
- Good role model
- Negotiation skills
- Aged at least 26 years and not more than 60 years

**Term of Office:**
- 3 years renewable once

**Reports to:**
- Chief Commissioner, National Executive Committee

Other adults accountable to the National Commissioners:
- Other adults working under them.

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**14. COUNTY SCOUTS COMMISSIONER**

**Mission:** To provide leadership and ensure that Scouting is operating in the County effectively in accordance with the constitution, P.O.R County Scouts by-laws and any national regulations.

**JOB DESCRIPTION**

**Main tasks**
- Coordinate recruitment, formation and registration of Scout units
- Direct the County Scouts Association, delegating responsibilities as required
- Chair the County Scouters’ Council Meetings
- Prepare agendas for all County Scouts meetings
- Monitor and motivate the work of all sub County Commissioners, Scout Leaders and Council Committees in their work.
- settle
- Settle disputes in the County in consultation with the County Executive Committee and report to Headquarters on all the decisions made
• Ensure a harmonious cooperation between the County Scouters’ Council, County members and Supporting institutions
• Ensure that all relevant reports are prepared and received from the sub County and departmental Committees.
• Prepare and present an annual report of the County operations at the County Scouts annual general meeting
• Supervise Scout activities in the County
• Monitor Scout standards in the County
• Coordinate the vetting of those who apply for international camps and tour.

Secondary Tasks
• An ex-officio member in all County sub-committees
• In consultation with the appropriate committees, recommend members for recognition and awards
• Represent the County at the National Council Meetings together with other designated members of the County Scouts Association
• Collaborate and maintain good relations with the K.G.G.A, other youth organizations, government ministries & departments and partners in the County
• Give consent letters to those who apply to camp outside the County and to those who come from outside/other Counties
• Render guidance and counseling services to those who need it
• Linkage between the County Scouts Association and KSA HQ
• Coordinate the resource mobilization in the County

JOB PROFILE
• Good PR and Communication Skills
• Sociable
• Good role model
• Able to lead [provision of leadership]
• Ability to mobilize resources
• Accessible to both youth and adults
• Impartial
• Ability to plan & manage Scouting activities
• Ability to delegate
• Ability to interpret and offer guidance on Policy matters
• Honest, Transparent and Accountable
• At least a Wood badge holder
• Education:- Tertiary level
• At least 26 years on 1st appointment & not above 60 years

Characteristics to develop quickly
• Knowledge on Guidance and Counseling Skills
• Report writing skills
• Develop ICT skills

Term of office
• 3 years renewable once

Reports to
• Chief Commissioner through the National Executive Commissioner
Other adults reporting to the County Scouts Commissioner:
• All County and sub County Scouts officials

15. SUB COUNTY SCOUTS COMMISSIONER

Mission: To provide leadership and ensure that Scouting is operating in the Sub County effectively in accordance with the Constitution, P.O.R, Sub County Scouts by-laws and any National regulations

JOB DESCRIPTION

Main tasks
• Coordinate recruitment, formation and registration of Scout units in the Sub County
• Direct the Sub County Scouts Association, delegating responsibilities as required
• Chair the Sub County Scouters’ Council Meetings
• Prepare agenda for Sub County Scouts meetings
• Monitor and motivate the work of all other Sub County Commissioners, Scout Leaders and Sub County Council Committees in their work.
• To settle disputes in the Sub County in consultation with the Sub County Executive Committee and report to County Commissioners on all the decisions made
• Ensure a harmonious cooperation between the Sub County Scouters’ Council, Sub County members, Supporting institutions and other stake holders
• Ensure that all relevant reports are prepared and received from the units/ groups and departmental Committees.
• Prepare and present an annual report of the Sub County operations at the Sub County Scouts annual general meeting
• Supervise Scout activities in the Sub County
• Monitor Scout standards in the Sub County
• Coordinate the vetting of those who apply for international camps and tour.

Secondary Tasks
• An ex-officio member in all Sub County sub-committees
• In consultation with the appropriate committees, recommend members for recognition and awards
• Represent the Sub- County at the County Scouts Council Meetings together with other designated members of the Sub County Scouts Association
• Collaborate and maintain good relations with the K.G.G.A, other youth organizations, government ministries & departments and partners in the Sub County
• Give consent letters to those who apply to camp outside the Sub County and to those who come from outside/ other Sub Counties.
• Render guidance and counseling services to those who need it
• Linkage between the Sub County Scouts Association and County Scouts Association
• Coordinate the resource mobilization in the Sub County

JOB PROFILE
• Good PR and Communication Skills
• Sociable
• Good role model
• Able to lead (provision of leadership)
• Ability to mobilize resources
• Accessible to both youth and adults
• Impartial
• Ability to plan & manage Scouting activities
• Ability to delegate
• Ability to interpret and offer guidance on Policy matters
• Honest, Transparent and Accountable
• At least a Wood badge holder
• Education:- Tertiary level
• Aged at least 26 years and not above 60 years

Characteristics to develop quickly
• Knowledge on Guidance and Counseling Skills
• Report writing skills
• Develop ICT skills

Term of office
• 3 years renewable once

Reports to
• The County Scouts Commissioner

Other adults reporting to the Sub County Scouts Commissioner:
• Scouts officials and Scout leaders in Sub County

16. COUNTY TRAINING COMMISSIONER

MISSION: Responsible for the Association National training policy implementation and assisting in leaders’ self-training and undertaking their missions and roles efficiently in order to achieve the Movements Objectives within the Association’s Organizational structure.

JOB DESCRIPTION
Main tasks
• Chair the County Training Committee and Team
• Provide training opportunities for leaders according to their missions
• Working with committees to set up training schemes in consistency with leadership mission
• Plan for training at central level to meet training requirements in the County
• Assist his/her subordinates[ sub county Commissioners Training] to set up their training plans to meet the Sub County Association requirements
• Organize and conduct leadership training at County level
• Follow up training at County level
• Provide leadership with opportunities for continuous training
• Nominate leaders for training missions in the County
• Work for provision of training aids and tools in the County
• Promote relationships with the training executives at County and Sub County levels.
• Promote relationships with organizations and agencies relevant to training skill development in the County
• Present training reports to the County Executive Committee
• He attends the County Executive Committee meetings
• Represents the County Association in Training activities locally and nationally

Job Profile

Essential Qualities
• Ability to persuade and be persuaded
• Realistically, giving opinions
• Degree holder
• Practice training as a Leader Trainer for not less than 5 years
• Accept the Movement’s Objectives, Principles and Method
• Believe in the Mission of Voluntary Action
• Aged at least 26 years and not more than 60 years
• Be a researcher
• Good role model
• IT literate
• Honest and accountable
• Accessible and available

Secondary characteristics
• Negotiation skills
• Communication
• Managerial
• Leadership skills

Term of Office:
• 3 years renewable once

Reports to:
• National Training Commissioner
• County Training Committee and Team

Other adults accountable to County Training Commissioner:
• Sub County Training Commissioners and Training Team

17. COUNTY PROGRAMME COMMISSIONER

JOB DESCRIPTION

Main tasks
• Chairs County Programme Committee meetings/ workshops
• Represent the Programme Committee at the County Executive Committee
• Plan and coordinate all aspects of the youth programme in the County
• Create awareness of what Youth Programme is and its importance among leaders at the County level
• Ensuring the delivery of services and Youth Programme activities in each section in the County
• Integrating specialized dimensions relevant to youth/ societal needs in Youth Programme i.e. community involvement in the County
• Leadership of the County Programme Committee, training and development of its members and County Programme Team
• Reporting to the County Scouts Committee on the Youth Programme, plans, needs and budget, progress and annual programme
• Ensure close cooperation with other Programme Commissioners at Sub County to enhance unity in Youth Programme Development and implementation
• Coordinate and conduct research on programme matters with the help of the County Programme Committee as it may be necessary
• Supervise all Youth Programme activities in the County
• Assign County Programme Committee Members and sub County Programme Commissioners various duties as required by the County Programme Team
• Represents the Association in Youth Programme activities locally and nationally

**JOB PROFILE**

**Essential characteristics:**
• Skilled in Motivating, Coordinating and Managing others
• Creativity skills
• Strong Scouting background, with experience and/or training in youth programme
• Ability to work in harmony with others and to influence decisions
• Knowledge of Youth Development, needs and aspirations of young people
• Be sensitive to the aspirations and needs of Scouts with challenges
• A graduate with at least a first degree
• At least a Leader Trainer (LT)
• Honest and accountable
• Accessible and available
• Team player
• Communication skills
• IT literate
• Good role model
• Negotiation skills
• Aged at least 35 years and not more than 60 years

**Term of Office:**
• 3 years renewable once

**Reports to:**
• National Programme Commissioner,
• Cluster Programme Representative and County Scout Commissioner

**Other adults accountable to the County Programme Commissioner:**
• Sub County Programme Commissioners and Team

**18. SUB COUNTY TRAINING COMMISSIONER**

**MISSION:** Responsible for the Association National training policy implementation and assisting in leaders’ self-training and undertaking their missions and roles efficiently in order to achieve the Movements Objectives within the Association’s Organizational structure.
Job description:
Main tasks
• Chair the Sub County Training Committee and Team
• Provide training opportunities for leaders according to their missions in Association
• Working with committees to set up training schemes in consistency with leadership mission
• Plan for training at central level to meet training requirements
• Assist his/her subordinates with sub county Training Team to set up their training plans to meet the Sub County Association requirements
• Organize and conduct leadership training at Sub County level
• Follow up training at Sub County level
• Provide leadership with opportunities for continuous training
• Nominate leaders for training missions in the Sub County
• Work for provision of training aids and tools in the Sub County
• Promote relationships with the training executives at Sub County levels.
• Promote relationships with organizations and agencies relevant to training skill development in the Sub County
• Present training reports to the Sub County Executive Committee
• He attends the Sub County Executive Committee meetings
• Represents the Sub County Association in Training activities County level

Job Profile
Essential Qualities
• Ability to persuade and be persuaded
• Realistically, giving opinions
• Degree holder
• Practice training as a Leader Trainer for not less than 5 years
• Accept the Movement’s Objectives, Principles and Method
• Believe in the Mission of Voluntary Action
• Aged at least 26 years and not more than 60 years
• Be a researcher
• Good role model
• IT literate
• Honest and accountable
• Accessible and available

Secondary characteristics
• Negotiation skills
• Communication skills
• Managerial skills
• Leadership skills

Term of Office:
• 3 years renewable once
Kenya Scouts Association

Job descriptions and Profiles for Volunteers

Reports to:
- County Training Commissioner and Sub County Training Team

Other adults accountable to County Training Commissioner:
- All Trainers in the Sub County

19. SUB COUNTY PROGRAMME COMMISSIONER

JOB DESCRIPTION

Main tasks
- Chairs Sub County Programme Committee meetings/ workshops
- Represent the Programme Committee at the County Executive Committee
- Plan and coordinate all aspects of the youth programme in the Sub County
- Create awareness of what Youth Programme is and its importance among leaders at the Sub County level
- Ensuring the delivery of services and Youth Programme activities in each section in the Sub County
- Integrating specialized dimensions relevant to youth/ societal needs in Youth Programme i.e. community involvement in the Sub County
- Leadership of the Sub County Programme Committee, training and development of its members and Sub County Programme Team
- Reporting to the Sub County Scouts Committee on the Youth Programme, plans, needs and budget, progress and annual programme
- Ensure close cooperation with other Programme Members at Sub County to enhance unity in Youth Programme Development and implementation
- Coordinate and conduct research on programme matters with the help of the Sub County Programme Committee as it may be necessary
- Supervise all Youth Programme activities in the Sub County
- Assign Sub County Programme Committee Members various duties as required by the Sub County Programme Team
- Represents the Association in Youth Programme activities at Sub County level

JOB PROFILE

Essential characteristics:
- Skilled in Motivating, Coordinating and Managing others
- Creativity skills
- Strong Scouting background, with experience and/or training in youth programme
- Ability to work in harmony with others and to influence decisions
- Knowledge of Youth Development, needs, and aspirations of young people
- Be sensitive to the aspirations and needs of Scouts with challenges
- A graduate with at least a first degree
- At least a Leader Trainer {LT}
- Honest and accountable
- Accessible and available
- Team player
• Communication skills
• IT literate
• Good role model
• Negotiation skills
• Aged at least 26 years and not more than 60 years

Term of Office:
• 3 years renewable once

Reports to:
• County Programme Commissioner and Sub County Programme Team

Other adults accountable to the County Programme Commissioner:
• All those involved in Programme activities in the Sub County

20. TRAINERS

JOB PROFILE

Essential characteristics
• Aged at least 26 years and above
• At least an appointed SLP holder
• Good Communication & PR skills – proficient in English Language
• Volunteer spirit
• Tertiary level of education
• Good management skills
• Planning skills

Characteristics to develop quickly
• Evaluation skills
• Specialized training in specific areas
• Love for extensive reading and research

Secondary characteristics
• Ready to work with AC & other leaders

JOB DESCRIPTION

Main tasks
• Carry out training needs assessment for the Association
• Develop training manuals & other training materials
• Initiate, organize, monitor and evaluate training activities in their local areas
• Assist in setting theory questions for the training resource bank
• Member of the Sub County Training Team
• Assess candidates for Wood badge Part III – Application
• Responsible for all training activities in the Association
• Write a report on all trainings undertaken & send to the Scout Headquarters

Secondary tasks
• Evaluate the implementation of the Youth Programme
• May help in administration at the local level
• May oversee and assist in assessing the Scout Competitions
Term of office:
• 3 years renewable

Reports to:
• National Training Commissioner, County Training Commissioner and Sub County training Commissioner

21. CHAIRPERSON, REGIONAL CLUSTER

Essential characteristics:
• Ability to chair meetings
• Ability to interpret and offer guidance on Policy matters
• Be conversant with the Association’s Policies and regulations
• Conflict resolution skills
• At least 26 and not more than 60 years
• Tertiary level of education
• Skills to work with adults

Secondary Characteristics:
• Good interpersonal skills

Characteristics to develop quickly:
• Adopts to his/her present position
• Negotiation skills,
• Communication and Public Relations Skills
• Scouting skills

JOB DESCRIPTION
Mission (Main Tasks):
• Chair meetings of the Cluster Scout Committee
• Co-ordinate Cluster Scout activities e.g. camps, competitions, rallies etc
• Apportion financial support as may be allocated to/raised by the Cluster as a whole
• Represent the Cluster Council at the National Executive committee
• Recommend for suspension any Commissioner within the Cluster in the interest of the movement
• Secondary tasks:
  • Delegate duties to County Commissioners or any other officer of the Cluster Scouts Committee
  • Support the work of all County Commissioners, County Association and enhance partnership with other organizations

Term of office:
• 3 years renewable once

Reports to:
• Chief Commissioner and Cluster Scouts Committee

Other Adults reporting:
• All Adults in Scouting in the Cluster
22. BADGE SECRETARY

Job Profile

Essential Characteristics

- Self-motivated volunteer
- Knowledgeable on Progressive scheme/Scout Badge System
- Good sense of responsibilities
- Ability to make decisions
- Assertive
- Understanding of the regulations governing souvenirs and foreign badges
- Aged at least 26 years and not more than 60 years
- Good role model
- Rational
- Impartial
- Scouting skills
- Wood badge holder
- Acquaint oneself with the changing trends in badge system
- Conversant with Badge System

Secondary characteristics:

- Ability to distinguish foreign and local badges
- Understanding of the regulations governing foreign badges

JOB DESCRIPTION

Mission (Main Tasks)

- Facilitate the assessment of badge candidates
- Recommend the award of respective badges
- Sign & issue the badge certificates to qualifiers
- Inspect the correct wearing of badges
- Apply for badges from Headquarters for those who have qualified
- Maintain an up to date list of the Examiners approved by the County for principal proficiency badges
- Link Scouts with badge examiners for testing
- May prepare a badge award ceremony
- Report to the County Association and County Scouts Commissioner on all badges issued
- Encourage Scouts to work for various badges
- Encourage quality Scouting through the badge system

Term of office:

- 3 years renewable once

Reports to:

- County Commissioner

Other adults reporting:

- Badge examiners
23. SCOUT GROUP LEADER

**Job Profile**

**MISSION:** To form the Group Leadership committee, provide necessary potentialities and define needs of members, leaders, community, and Association and fulfill them.

**Term of Office:**
- 3 years renewable

**Essential Qualities**
- Flexibility in communication with leaders at lower or upper levels
- Proficiency in discussion approaches
- Ability to lead a group of leaders of more than one section
- Interest in voluntary action
- Adhere to the Scout method
- Interest for Scouting development
- Follow up improvements in Scout programs and management methods
- Aged at least 26 and not more than 60 years
- Sufficient time to fulfill requirements/availability

**Secondary qualities**
- Educated and skillful
- Previously working at lower leadership levels
- Interest in team work / team player

**Responsibilities**
- Representing the group in Sub County Association meetings and other forums
- Give a monthly report on group situation and work progress
- Facilitate the development of the work program and budget for the group
- Represent the group
- Unit leaders assistance
- Preside over meetings of group council
- Decide on necessary directions and follow them up
- Promote recruitment of group members and leaders
- Account for all finances received
- Identify community issues and challenges
- Contribute with practical programs in problem solving
- Implement the of Associations Policy
- Participate in Association's activities

**Reporting to:**
- Zonal Scout Leader

**Other adults reporting to the person in this position:**
- Section Unit Leaders

24. UNIT SCOUT LEADER

**Job Profile**

**Essential Characteristics:**
- Ability to communicate with young people
- Ability and willingness to lead or run the unit
- Adherence to the Scout Law and Promise
• Prepared to attend training according to personal needs
• Ability to relate to other adults
• Approachable and has a good sense of humor
• Available to the young Scouts
• Subscribe to the Fundamental Principles of Scouting
• High moral standards
• Honest and accountable
• Aged at least 26 and not more than 60 years
• Problem solving skills
• Adaptable to difficult situations
• Have at least PTC level of training
• Ability to work with young people
• Innovative and creative

Characteristics to develop quickly
• Competence in Scouting skills/ undertake advance level training
• Ability to implement what he/she has learnt
• Communication and administrative skills
• Programme planning skills
• Resource mobilization skills

Secondary characteristics:
• Ability to run outdoor activities
• Knowledge of the Scout Method
• Experience in working with young people
• Pursuing special personal abilities
• O-Level and above education
• An outstanding experience in specific programme areas (Environment, sports etc)

JOB DESCRIPTION
Mission (Main Task):
• To lead a group of not more than 32 Scouts according to the Principles and Method of Scouting through educational programme of the movement
• Recruit of new members
• Assist leaders of other sections
• Maintain the on-going sections
• Programme planning
• Setting up programmes for Patrol Leader Training
• Holding regular and periodical meetings for the unit
• Encouraging members to acquire proficiency badges
• Fundraise and manage funds efficiently
• Ensure Patrol Leaders get relevant training

Secondary Tasks:
• Act as a link between unit and Sub County Association
• Participate in all Scout ceremonies within Sub County Association
• Link between the Scouts and Sponsoring Authority
Kenya Scouts Association

Job descriptions and Profiles for Volunteers

• Secretary to the Parents Committee

Term of office:
• 3 years renewable
Reports to:
• Zonal Scout Leader & Group Scout Leader and Group Committee
Other Adults Reporting:
• Assistant Scout Leaders

25. CHAIRPERSON OF PARENTS COMMITTEE

JOB DESCRIPTION

MAIN TASKS
• Chair meetings of parents committee
• Ensure adequate resources mobilization
• Coordinate plans of the unit/group
• Promote and defends image of Scouting
• Marketing Scouting in the Area

PROFILE
• Has interest in the development of the youth
• A role model in the society
• Conversant with emerging issues affecting the youth and the society
• Ability to read and write
• Good communication and interpersonal skills
• Team player
• Gender sensitive
• Honest and accountable
Characteristics to develop quickly
• Problem solving skills
• Counseling skills
• Innovativeness and creativity
26. HEADS ASSOCIATION, SCOUT REPRESENTATIVE

PROFILE
- At least a PTC holder
- Demonstrated interest in youth issues
- Transparent and accountable
- Availability to work in a team – team player
- Capable to handling Scouts & Scout leaders
- Head teacher or a Principal of a school
- Honest, friendly & sociable

JOB DESCRIPTION

MAIN TASKS
- Harmonize the relationship between educational institutions and Scouting
- Promote Scouting in learning institutions including registration of units
- Mobilize resources to enhance Scouting
- Work in harmony with the County and or Sub County Scouts Association
- Promote the interests of Scouting amongst other Heads
- Attend County and or Sub County Association meetings and activities
- Coordinate Scout Programme in schools
- Advice Head teachers, DEO’s, District Heads, Chairperson’s & committees on issues of Scouting in Schools
- Compile & present Scouting reports to the Heads Association AGM
- Represent Scouting in the Heads Association meeting.

Validation signed on: 29 - MAR - 2016

Signed by: Mr. Ray Charles Musau
Chief Commissioner, KSA