

# WELCOME TO YOUR ACTION PLAN TOOLKIT

This toolkit is designed to support you to create a local action plan on how to deliver Youth Shaped Scouting in your District, County, Area or Region (Scotland). Throughout this document, the word County is interchangeable with Welsh 'Area' and Scottish 'Region', and the use of the term 'local area' relates to your role level – your local area might be your District, if you're a District Youth Commissioner, or your County, if you're a County Youth Commissioner.

We know that it's tough entering a new role, being super keen and passionate, but not being sure about what to do to make a difference. We went through the same process when we started our roles in 2014 so we've created this toolkit to making a little easier for you.

## THIS ACTION PLAN TOOLKIT INCLUDES:

**THE STRATEGY** – The national Youth Shaped Scouting Strategy; what it is, and a sneak peak of some of the things we are looking at focusing on nationally up until the end of 2017. You'll notice we have split it into four sections: Programme, Leadership, Management and Governance. It also includes some ideas on what we would love to see happening locally.

**THE PROCESS** – A flowchart of the process you need to undertake in order to create an informed local action plan. This plan will lay out all of the actions and projects you want to deliver in order to make your local area more Youth Shaped.

**WORKSHEETS** – A series of resources to help you organise your ideas for each of the four areas you should be focusing on: Programme, Leadership, Management and Governance. These resources will help to ensure that your plan has actions and projects linking to each of these areas.

We've created a **video** that explains the toolkit and how to use it. If you need any extra help along the way, head to [scouts.org.uk/localyouthcommissioner](https://scouts.org.uk/localyouthcommissioner) where we will be collating case studies on what's being done across the UK to make Scouting Youth Shaped! This will be updated regularly so remember to keep heading back to see what's new.

Alternatively, you can send an email to [youth.shaped@scouts.org.uk](mailto:youth.shaped@scouts.org.uk) to reach a member of the team for support. The UK Youth Commissioner team are also available through social media so look out for our pages on Facebook, Twitter and Instagram.

Good luck with your planning!

**Hannah Kentish**

UK Youth Commissioner  
The Scout Association  
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# MAKING SCOUTING YOUTH SHAPED

A guide to the Youth Shaped Scouting strategy for Youth Commissioners 2016 – 2020

## PROGRAMME:

What does this look like in your District/County?

- Youth forums take place at District and County level and outputs are actioned by young people in partnership with adults
- Young people take part in decision making for their section and Group on badges, activities and residential experiences
- Section leaders feel supported by YCs to run a Youth Shaped Programme
- The Youth Shaped Programme is driven by the contribution of Peer Leaders (Sixers, PLS etc)

Who should be working with you to make this a reality?

- Section Leaders
- Young Leaders
- ADC/ACC sections
- GSLs supporting Section Leaders

## PROGRAMME:

**Objective:** By 2020 the Programme in all sections will be designed and delivered by young people in partnership with Young Leaders and adult volunteers.

### National action:

- Developing resources for Lodge, Six and Patrol Leader schemes
- Resources to support youth forums at all levels
- Provide direct support through the annual #YouShape campaign

## LEADERSHIP:

**Objective:** By 2020 Explorer Scouts and Scout Network members have the opportunity and are actively encouraged to take on Leadership roles in Scouting.

### National action:

- Reviewing the appointment process for adult roles in Scouting
- Investigating and changing where necessary the transition at 18 into Network, leadership roles or management roles in partnership with the Programme team

## LEADERSHIP:

What does this look like in your District/County?

- More YLs in Groups, supporting the delivery of Scouting
- More young people continue Scouting when they reach 18 years old, as Network members, Section Leaders and managers in Scouting
- YL training taken into consideration when completing adult training
- A supportive AAC who appoints on aptitude and doesn't disqualify due to age
- Opportunities for young people to develop leadership skills are provided

Who should be working with you to make this a reality?

- Explorer Scout Leaders and YL Leaders
- DSNC
- AAC and AAC Chair
- Training team/ TAs

## LOCAL ACTION

## NATIONAL ACTION BY THE END OF 2017

## LOCAL ACTION

## MANAGEMENT:

What does this look like in your District/County?

- More diverse County/District team with a range of ages and experiences
- A supportive AAC who appoints on aptitude and doesn't disqualify due to age
- An active and engaged YC
- Quality mentoring and coaching opportunities for young people in management roles

Who should be working with you to make this a reality?

- The CC/DCs
- County Training Manager
- Training Team/TAs
- AAC and AAC chair

## MANAGEMENT:

**Objective:** By 2020 Explorer Scouts and Scout Network members have the skills and abilities to enable them to play an active part in the management of adults in Scouting.

### National action:

- Development of inductions and training, particularly to support under 30s in management roles
- Direct support for YC roles
- Embedding the quality and usage of mentoring and coaching in the Movement

## GOVERNANCE:

**Objective:** By 2020 members aged 6-25 play a part in the Movement's governance through active participation and engagement.

### National action:

- Supporting the governance review of The Scout Association to embed Youth Shaped Scouting directly into our structures
- Resources and support for executive committees to successfully induct, mentor and include young people on their committees

## GOVERNANCE:

What does this look like in your District/County?

- Active and engaged 18-24 yr olds as trustees on your executive committee including the YC to share the views of young people
- Trustees on executive committees mentor and coach their younger counterparts to create an effective and supportive committee
- Under 18s in your County/District are actively engaged with decisions which directly affect their Scouting experiences

Who should be working with you to make this a reality?

- Executive Committee Chair
- Executive committee members (trustees)
- CC/DCs

## COMMUNICATION

An important underpinning component of the strategy is communication. Effective two-way communication will enable young people to be involved in decision making in Scouting.

### NATIONALLY:

- We are committed to trialling different forms of communication with all young people in Scouting, through which we hope to empower them to be part of the decision making that drives our organisation
- We will communicate regularly with YCs to provide information and resources

### LOCALLY:

- YCs will use different forms of communication (social media, county/district newsletters, emails, face to face, via leaders) to share ideas and consult with young people in their area
- Young people will know who their YC is in order to share their thoughts and ideas

## KEY:

- CC** County Commissioner
- YC** Youth Commissioner
- ADC** Assistant District Commissioner
- TA** Training Advisor
- ACC** Assistant County Commissioner
- YL** Young Leader
- DC** District Commissioner
- GSL** Group Scout Leader
- DSNC** District Scout Network Commissioner
- AAC** Appointments Advisory Committee



# HOW DO WE ACHIEVE THIS?

## START

### Getting started: How do people feel now

- Spend some time chatting to people and understanding where you are with youth shaped Scouting currently
- Make sure to chat to all the people in your local area who will have experience and suggestions for you plans

### Understand your know, feel, dos...

- Youth Shaped Scouting is about a culture change – you want people to be thinking differently about Scouting
- Understand how you want young people and volunteers to know, feel and do for each of the four strands of the strategy.

### Build a team around you

- Work out what gaps you need to fill and what skills you need from members of your team
- Remember, although YCs must be 18, you should involve under-18s in your team too

### Do a SWOT analysis for each of the four strands of the strategy

- Strengths, Weaknesses Opportunities and Threats: think about the things you are already doing and what can be improved
- Do this for all four strands; Programme, Leadership, Management and Governance.

### Create your action plan

- Use the 'Over to you' resources for each of the four strands to set an action plan for how you'll achieve it
- This action plan is a starting point to develop with the help of your fellow district/county team members
- Work with you CYC/DYCs to prevent duplication

## Evaluate

- Keep checking as you go along – is this going in the right direction?
- What are your next steps?

# PROGRAMME

## GETTING STARTED:

1. Meet with your ADC/CC sections to discuss how you might work together to support the sections to be youth shaped

2. Introduce yourself to local section leaders, and share some ideas on how to run a youth shaped programme

## KNOW, FEEL, DO

This 'know, feel, do' exercise is designed to help you imagine what the perfect outcome of your action plan would be. After completing it, you should have a better understanding of what you're trying to achieve.

We have given you an example of how you might want one particular group of people to know, feel and do as a result of your work, so give it a go with some of the other volunteers/young people below. There are some blank spaces for you to add more people, but remember, if there's not enough space, just grab a plain piece of paper and carry on the table on there!

	KNOW	FEEL	DO
<i>Example:</i> <b>Young People</b>	<i>Example:</i> <b>My ideas will be listened to and genuinely considered by my leaders and peers.</b>	<i>Example:</i> <b>My ideas for my badges, activities and residential experiences are valued by my leaders, and I am proud to take part in decision making.</b>	<i>Example:</i> <b>I will take part in forums and opportunities to engage with the planning running and review of my programme.</b>
Section leaders			
Assistant section leaders			
GSLs			
ADC/ACC sections			

## SWOT ANALYSIS

Before you decide what needs to be done in your local area to improve Youth Shaped Scouting, use a **SWOT** analysis to identify the current **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats.

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## CREATING YOUR ACTION PLAN

I. What do you need to do?

II. How will you get it done?

III. When do you want to do it by?

IV. How do you know you've been successful?

# LEADERSHIP

## GETTING STARTED:

1. Meet with YL leaders/coordinators to discuss ways to further support and develop YLs in your local area

2. Talk to your local training team to find out how young adults are being supported to take on their first voluntary roles in Scouting.

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	KNOW	FEEL	DO
Example: <b>Training Advisors</b>	Example: <i>My role is to support young people transition seamlessly into volunteer roles.</i>	Example: <i>My contribution is important to ensure young people are retained in the movement at 18 years old</i>	Example: <i>Run training and validation sessions which support young people to complete their woodbadge, without any duplication of training undertaken through the young leaders scheme.</i>
Young people			
YL Leaders			
ADC/ACCs			
DSNC			

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# MANAGEMENT

## GETTING STARTED:

1. Meet with members of your District/County team to find out how young people (both under and over 18) can be included in their areas of work (eg. Joining their team, Event planning, etc).

2. Talk to young people in your area about your role as youth commissioner and encourage them to find out about roles they might be interested in holding in the District/County.

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	KNOW	FEEL	DO
<i>Example:</i> <b>Young People</b>	<i>Example:</i> <b>Once I am 18, my age does not disqualify me from taking any management role in Scouting.</b>	<i>Example:</i> <b>I can make a valuable contribution to the delivery of support for Scouting volunteers in my local area.</b>	<i>Example:</i> <b>Actively seek opportunities to develop skills, and take on desired roles in Scouting.</b>
DC/CCs			
County Training Manager			
Training team			
AAC members			



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# GOVERNANCE

## GETTING STARTED:

1. Meet with your District/County chair to find out how young people have been supported to join the executive committee in the past. Discuss future ways to encourage involvement with both over 18s as members, and under 18s in more interesting and inventive ways.

2. Discuss with executive committee members (trustees) the opportunity of mentoring and/or coaching younger committee members.

## KNOW, FEEL, DO

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	KNOW	FEEL	DO
<i>Example:</i> <b>Executive committee members (trustees)</b>	<i>Example:</i> <b>Our committee's support to local Scouting is stronger with a variety of ages and experiences around the table.</b>	<i>Example:</i> <b>Proud and encouraged (not threatened) by the inclusion of young people in the governance of Scouting.</b>	<i>Example:</i> <b>Constructively support new members to the committee by mentoring them in their role and helping them to understand their role and responsibilities.</b>
Young people on the committee			
Young people not currently engaged with the committee			
DC/CC			

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