



Role description: Recruitment Officer

Title: Recruitment Officer

Outline: To look after new Members of the Unit with the support of the Explorer Scout Unit. To be responsible for memorable investiture of new Members. To assist with the recruitment of new members from Scouts and outside.

Responsible for: not applicable

Responsible to: The Explorer Scout Leader

Main Contacts: New Members of the Unit, members of the Unit Committee, the Explorer Scout Leader, the Assistant Explorer Scout Leaders, Scouts and members of other Explorer Scout Units

Appointment: Voted in by majority vote of the Unit Forum, with the approval of the Explorer Scout Leader. Serves a term of one year before possible re-election. Appointment can be ceased by the Explorer Scout Leader. Can only serve for two years unless agreed otherwise by Explorer Scout Leader.

Requirements: Be available at 7pm on the 2nd Monday of each month.

"General" Main Tasks	"Specific" Tasks Agreed with the Explorer Scout Leader
<ul style="list-style-type: none">• Visit Scout Troops to talk to Scouts about K2• Where appropriate make contact with a Scout who is about to join the Unit• 'Buddy' new members on their first night• Introduce new members to the existing Unit members and explain Unit ceremonies, traditions etc• In first few weeks after a new Member has joined, check that they are settling in OK and answer any questions• Prepare the new Member for their investiture• Arrange a memorable investiture for every Unit Member	