

**Role Description:** Local Training Manager

**Date:** September 2020

**Outline:** To work in partnership with the County Training Managers and District Commissioner. The role will be to ensure support is given to adult volunteers in fulfilling the training requirements of their role, within the rules laid down in Policy Organisation Rules (POR). You will be allocated a District to Support.

**Responsible for:** Training Advisers

**Responsible to:** a designated County Training Manager

**Main Contacts:** County Training Manager, District Commissioner, Deputy County Commissioner (People), Training Advisers, County Commissioner, Assistant District Commissioners, Chair of the District Appointments Advisory Committee, District Appointments Secretary.

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory disclosure check, Completion of Wood Badge, which includes the Leadership and Management Modules as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme.

#### **Main tasks**

- Work with managers (GSLs, DESC, District Commissioners) and the Appointments Secretary to ensure every new appointment is allocated a Training Adviser.
- Make learning exciting and something people want to do
- Praise achievement and ensure that modules are validated
- Ensure that all new volunteers complete Getting Started training within 5 months of appointment
- Work with the District Commissioner to create plans to help ensure all leaders have an opportunity to succeed
- Act as line manager for training advisers
- Plan and ensure the delivery of the learning provision of responsibility so that all adults in scouting completing a Personal Learning Plan have access to suitable learning opportunities using a variety of methods
- Ensure that people involved in the learning provision are suitably qualified (have attained or are working towards the relevant role specific modules)
- Make Wood Badge recommendation to the County Training Manager (CTM)
- Co-ordinate training opportunities locally

## **Personal specification**

As a Local Training Manager you will be an approachable subject matter expert primarily about the adult training scheme. You will be able to challenge poor performance or feedback on behaviours that do not develop Scouting in a constructive way and will be able to 'get stuck in' and demonstrate role model behaviours. You will support the local District Commissioner and take ownership for creating a great training culture in your patch.

## **Abilities, Skills and Experience**

### **Essential**

- Passionate about providing new and existing volunteers
- Access to a PC and good IT skills.
- Be able to provide clarity and support to learners
- Have a proactive and creative approach
- Be able to think outside the box to support the completion of training.
- Able to engage, excite and enthuse adult volunteers
- Able to communicate by telephone and email

### **Desirable**

- Previous experience delivering training.
- Able to commit around 4 hours a week on average