

**Role Description:** Scout Active Support Manager (I.C.E Team)

**Date:** 6 August 2020

**Outline:** To manage the County Scout Active Support Unit (I.C.E Team) to ensure that the county has a, reliable and fit-for-purpose team to provide suitable medial and emergency support for a range of events:

- Safeguarding our charity by providing quality care where needed.
- Developing our members by providing training for the team.
- Developing and delivering First Aid Training for the wider Scouting Population

**Responsible for:** Members of Scout Active Support Unit (I.C.E) both clinical and support

**Responsible to:** Deputy County Commissioner Operations

**Main Contacts:**

HQ Safety Teams, County Commissioner, Chairman and Trustees, District Commissioners, County Team, DCC Ops External stakeholders and suppliers.

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

**Main tasks**

Work on behalf of the Deputy County Commissioner Operations to:

- Provide advice to Groups, Districts County running events on safety and preparing for emergencies.
- Provide specialist medical cover for County Events.
- Provide, where required, medical cover for district or group events
- Facilitate and provide First Aid Training Solutions across the County
- Maintain a level of qualification amongst team
- Document finances for submission to County as required.
- Document and maintain equipment inventory for financial / insurance purposes.
- Lead and manage that relationships across the county.

**Personal specification**

- Be an inspirational and empathetic to other adults and be able to engage them about their IT need.
- Have a right-first-time approach
- Be able to build a positive and active relationship with vendors and third parties
- Be enthusiastic and proactive and able to enthuse others.
- Able to travel across the County or use communication technology and have the time necessary to undertake the role effectively.

### **Abilities, Skills and Experience**

#### **Essential**

- Friendly, approachable and a 'do-er'
- Passionate about using Digital Tools to make volunteers' lives easier.
- Organised and able to work on your own.
- Capable of working under pressure.
- Able to communicate by telephone and email
- Understand and can apply guidelines.
- FREC3 Qualification
- Able to understand, write and implement Risk Assessments
- Able to work with clinical leads and "translate" into Scouting Guidelines
- Able to maintain financial records of spend and income.

#### **Desirable**

- Previous project or development experience.
- Previous experience of managing events
- Able to provide training to others
- Able to be available out of hours to support events
- Able to build base of team to provide cover as required.