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Role Description: COUNTY SCOUT ACTIVE SUPPORT TEAM MANAGER

Date: 05/04/2021

Background: The County operates five Scout Active Support Units each have an individual speciality as determined by the service level agreement. This role description outlines the key tasks performed by the managers of each unit.

**Main Purpose of role:** As a Scout Active Support Manager you should manage the Unit to ensure it fulfils its purpose and Service Agreement and is fully compliant with POR rule….

**Responsible for:** Active Support Team Coordinator and team members

**Responsible to:** Assistant County Commissioner Active Support (ACC Active support)

**Main Contacts:** ACC Active support, other County SASU coordinators and members. Deputy County Commissioner (People). Training Managers, external governing bodies. Other key stakeholders as identified by the Service Agreement.

**Appointment Requirements:** To understand and accept The Scout Association’s policies, have a satisfactory disclosure check and appointment process. To complete the relevant Wood Badge, which includes the Manager specific modules as detailed in the Adult’s Personal File and The Scout Association’s Adult Training Scheme.

**Main tasks**

* Annually review the Service Level Agreement in partnership with the ACC Active Support. Ensure that the SASU is meeting the needs of the County it supports in terms of the skills and support they collectively provide. This should be done collectively with the team members.
* Maintain effective communication between the Scout Active Support Unit and the County as written in the Service Agreement.
* To take an active role in the County Team.
* Facilitate the appointment of a Scout Active Support Coordinator with the approval of the County Commissioner and County Appointments Panel.
* Agree responsibilities with the Scout Active Support Co-ordinator post holder, regarding their role description.
* Ensure that the Coordinator effectively provides the required support.
* Ensure that all the Scout Active Support members and co-ordinators have completed a DBS disclosure check(s) and mandatory training modules before commencing work with the Unit.
* Ensure that all Scout Active Support members and co-ordinators have completed and validated all getting started requirements of the Adult Training Scheme within the required timescale.
* Ensure that all members of the ASU complete any additional training requirements for their role as determined by the Service Level Agreement
* Ensure that the Scout Active Support Unit follows The Scout Association’s Policy, Organisation and Rules (POR), supports the fundamental values and vision of the Association and ensure all members of the unit understand their commitment.
* Approve activities of the SASU in accordance with POR.
* Ensure the SASU is following POR relating to all financial matters
* To promote the opportunities of Scout Active Support to external bodies outside the Association
* To raise awareness and promote the Scout Active Support Unit to all Members within the County both as a Membership option and to benefit from their support.
* Resolve any disputes between members of the Scout Active Support Unit.
* Actively cooperate with the CSNC, CSNA and ACC (ES)
* To carry out self-review
* Work with a County Training Manager (Managers and Supporters) to complete the Scout Active Support Manager Wood Badge.

**Personal specification**

The SASU team manager must be a team player with a full understanding of the team’s specialist function An individual who gets satisfaction from seeing a job well done, they should have a ‘roll your sleeves up’ attitude to get involved with ensuring delivery if things get tight.

**Skills and Experience**

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| **Essential** | **Desirable** |
| * Ability to motivate others and work in a team. * Have a full understanding of the specialist purpose of the SASU * Hold relevant external qualifications were appropriate. * Able to use basic IT packages (Microsoft Office, Zoom and COMPASS etc) * Able to work to deadlines * Able to be self-sufficient and make decisions * Ability to monitor budgets and ensure delivery within the team and the wider County | * Experience of Managing a SASU * Experience of putting together partnership agreements * Experience in reviewing agreements and activities * Experience in managing remote teams * Relevant specialist experience professionally or in another volunteer capacity |