

Role Description: DISTRICT SCOUT ACTIVE SUPPORT MANAGER

Date: 18th APRIL 2021

Background: The District operates two Scout Active Support Units each have an individual specialty as determined by the Service Level Agreement.

This role description outlines the key tasks performed by the Managers of each unit.

Outline: As an Scout Active Support Manager you should manage the Unit to ensure it fulfils its purpose, and Service Agreement.

Responsible for: This Scout Active Support Unit Coordinator's and Members.

Responsible to: The District Commissioner

Main Contacts: District Commissioner, this District SASU Coordinators, this District SASU Members, other SASU Managers within the District, County Training Manager (Managers & Supporters), Deputy District Commissioner, District Events Coordinator and External Bodies

Other key Stakeholders, as identified by the ASU Service Agreement

Appointment Requirements: To understand and accept The Scout Association's Policies, have a satisfactory Disclosure check (DBS), 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 write Service Agreement in partnership with The District Commissioner with prior agreement of the members.
- Ensure that the SASU is meeting the needs of the District it supports in terms of the skills and support they collectively provide.
- Annually review the Service Agreement against what has been achieved. This should be done with Unit members, and eventually the District Commissioner.
- Maintain effective communication between the Scout Active Support Unit and the District as written in the Service Agreement.
- To take an active role in the District Team.
- The appointment of a Scout Active Support Coordinator with the approval of the District Commissioner and District Appointments Panel.
- Agree responsibilities with the Scout Active Support Coordinator, with reference to their role description.
- Ensure that the Coordinator effectively provides the required support.
- Ensure that all the Scout Active Support members and Coordinators have completed a DBS Disclosure check(s) before commencing work with the Unit.

- Ensure that all Scout Active Support members and Coordinators 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 District 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 DSNC, DSNA and DESC (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

Any person appointed to this role should be a team player, 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. Risk Assessments and Safety should always be first and foremost.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Ability to motivate others and work in a team 	<ul style="list-style-type: none"> • Experience of Managing a SASU
<ul style="list-style-type: none"> • Able to use basic IT packages (Microsoft Office etc) 	<ul style="list-style-type: none"> • Experience of putting together • partnership agreements
<ul style="list-style-type: none"> • Able to work to deadlines 	<ul style="list-style-type: none"> • Experience in reviewing agreements and activities
<ul style="list-style-type: none"> • Able to be self-sufficient and make decisions 	
<ul style="list-style-type: none"> • Ability to monitor budgets and ensure delivery within them 	