

# Assistant Regional Commissioner (Training)

## Role Description

### Volunteer line manager:

Regional Commissioner, East of England

### Main internal contacts:

Regional Commissioner, East of England, Training Support Manager (England), Volunteer Head of Volunteer Training and Development, County Commissioners, County Training Managers, Chief and Deputy Chief Commissioners of England

### Other internal contacts:

Volunteers supporting/managing volunteer training in counties within the Region, staff within the Scouting Operations Directorate at UK Headquarters.

### Key tasks:

- Support a high quality learning and development provision in each County in the region that provides positive experiences for adult volunteers and is in line with the Scouting's Policy, Organisation and Rules
- Develop and maintain an effective working relationship with the Regional Commissioner, agreeing priorities and budgetary needs to support the counties in the region.
- Champion changes to volunteer learning and development within the Region, through positive and inspiring engagement with adult volunteers.
- Attend and play an active part in up to four regional team meetings per year as part of the team, contributing to discussions, providing specific input where required as related to volunteer learning and development.
- Mentor County Training Managers providing offering advice, support and guidance that will enable them to be successful in their roles.
- Build and maintain productive relationships with County Commissioners in the Region to provide advice and support on adult learning and development within the County, including assistance with recruitment for County Training Managers.
- Support County Commissioners in the induction for new County Training Managers within three months of their appointment.

- Approve the completion of personal learning plans for new County Training Managers by making a recommending their Wood Badge.
  - Coordinate the organisation and delivery of high-quality manager and supporter skills courses to meet the demand within the region, ensuring that a range of trainers are used from different counties within the region to ensure diversity of presenting and facilitating on each course.
  - Prepare and agree the annual budget for the provision of manager and supporter skills courses and other relevant meetings with the Regional Commissioner.
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- Facilitate useful networking opportunities for volunteer training leads within counties in the region (usually County Training Managers) and ensure they have an awareness of the latest practice and content for training within Scouting.
  - Support volunteer training leads to collaborate, for example in the delivery of courses, or provision of courses to learners 'out of county'.
  - Support the provision of trainer training within the Region to ensure Counties are adequately resourced.
  - Play an active part in the national training team, contributing to discussion, debate and national projects where appropriate including attendance at three meetings per year and regular remote calls.

**Time commitment:**

On average, twelve weekends (or part weekends) per year  
Approximately four hours per week to attend meetings and manage administration

**Terms of appointment:**

The term of appointment is subject to agreement between the role-holder and the line manager for an initial term of up to 3 years (subject to annual review with the Regional Commissioner) with the potential for reappointment for a further period of time.

This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with the Association's Expenses Policy will be paid.