



**Title:** Scout Active Support Manager

The Manager is responsible for the management, leadership and day to day running of a particular Scout Active Support Unit.

The Scout Active Support Manager works with the Group Scout Leader or responsible Commissioner to agree a service agreement which details the purpose of the Scout Active Support Unit.

This should be reviewed annually to ensure that the Scout Active Support Unit is accomplishing the targets set.

The Scout Active Support Manager is part of the Group Leaders' Meeting or the District, so that the work of the Scout Active Support Unit is directly linked into the local Scouting structure.

**Outline:** As a 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.

**Responsible to:** District Commissioner

**Main Contacts:** DC, the District SASU Coordinator, the Wolsey District SASU Members, County and other District SASU managers within the County, County Training Manager (Managers & Supporters), 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, 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 DC 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 DC



- 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 Co-ordinator, with reference to 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) 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 District both as a Membership option and to benefit from their support.
- Resolve any disputes between members of the Scout Active Support Unit.
- 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.

### **Skills and Experience Essential Desirable**

- Ability to motivate others and work in a team



- Able to use basic IT packages (Microsoft Office etc)
- Able to work to deadlines
- Able to be self-sufficient and make decisions
- Ability to monitor budgets and ensure delivery within them
- Experience of Managing a SASU
- Experience of putting together partnership agreements
- Experience in reviewing agreements and activities