

# County Activity Centres Active Support Unit Co-ordinator



## Role Description

### Outline:

**Getting young people outdoors is a big part of what we do and our centres are here to help you make it happen!**

Hertfordshire Scouts operate 4 activity centres within County, Harmergreen Wood, Phasels Wood, Tolmers and Well End – these operate to the above common purpose.

Each of these centres are supported by volunteers from their respective Active Support Unit, this role will co-ordinate one of those four units, ensuring they fulfil their purpose and Service Agreement.

Dependent upon the ASU structure for the Centre, there may be more than one Co-ordinator role, this is to be agreed with the ASU manager and Centre manager as the Service agreements are developed.

In addition, this role will work with the County Activity Centres ASU Manager to contribute towards the development of the strategy of the centre.

### Responsible for:

Specified Centres ASU Members

### Responsible to:

County Activity Centres Active Support Unit Manager

### Main Contacts:

ASU Manager, other ASU Coordinators, Scout Active Support members, Activity Centre Managers and Centre Staff, APMC members, relevant Training Manager and External bodies

### Appointment Requirements:

To understand and accept the Scout Association's policies, have a satisfactory personal enquiry, completion of module one of the Adult Training Scheme, along with any other modules agreed in your Personal Learning Plan.

It is expected that whilst volunteering for this role you will undertake regulated activity.

| <b>Main Tasks</b>                                                                                                                                                | <b>Tasks agreed with ASU Manager</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Supporting the ASU Manager to annually write the Service Agreement for the centre in partnership with Centre Manager.                                            |                                      |
| Understand the volunteer requirements for the Centre and pro-actively recruit to meet those needs.                                                               |                                      |
| Support effective communication between Scout Active Support Unit and the Centre as written in the Service Agreement.                                            |                                      |
| Agree with the relevant Centre Manager when ASU members are required to support the centre and confirm availability.                                             |                                      |
| Ensure that all Scout Active Support Members have both completed the relevant checks and training – make arrangements for completion for those who don't.        |                                      |
| To raise the 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. |                                      |
| Bring any disputes between members of the Scout Active Support Unit to the attention of the ASU Manager.                                                         |                                      |
| To undertake out self-review and continuing personal development.                                                                                                |                                      |
| Work with Training Adviser to complete agreed training.                                                                                                          |                                      |
| Support the ASU Co-ordinators responsible for administration in maintaining up to date information on the membership of the ASU.                                 |                                      |
| A good working understanding of Compass, or willingness to learn will be key to the role.                                                                        |                                      |