

County Activity Centres Active Support Unit Manager



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 manage those four units, ensuring they fulfil their purpose and Service Agreement.

In addition, this role will represent the ASU members on the County Activity Centres Management Committee (ACMC) and generally within the County.

Responsible for:

Centres ASU Co-ordinators

Responsible to:

Activity Centres Management Committee Chair (As the County Commissioner's Nominee)

Main Contacts:

Scout Active Support Coordinators, Scout Active Support members, Activity Centre Managers and Centre Staff, ACMC 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 a Wood Badge including the Manager specific modules as detailed in the Adults Personal File and the Adult Training Scheme.

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

Main Tasks	Tasks agreed with ACMC Chair
Working with each centre's ASU Co-ordinator, annually write Service Agreements for each centre in partnership with Centre Manager and ACMC chair, agree with ASU membership.	
Ensure that Scout Active Support Unit is meeting the needs of the Centre 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, Centre Manager and eventually ACMC.	
Maintain effective communication between Scout Active Support Unit, the Centres and the ACMC as written in the Service Agreement.	
To take an active role in the County team.	
The appointment of the County Scout Active Support Coordinator(s), with the approval of the ACMC Chair.	
Agree responsibilities with the Scout Active Support Coordinator, with reference to the role description.	
Ensure that Co-ordinator(s) effectively provide required support.	
Ensure that all Scout Active Support Members have both completed the relevant checks and training – supported by the ASU Co-ordinators.	
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.	
Resolve disputes between members of the Scout Active Support Unit.	
Approve activities of the Scout Active Support Unit in accordance with POR and appropriate external regulations.	
To undertake out self-review and continuing personal development.	
Work with Training Adviser to complete Wood Badge.	
A good working understanding of Compass or willingness to learn will be key to the role.	