

Applicant Information Pack



Scout Active Support Unit

Manager – Activities

Scouting in Gwent

Gwent Scouts provides everyday adventure to over 2000 6 to 25 year olds in over 45 communities across the districts of Blaenau Gwent, Monmouthshire, Newport and Torfaen.

Land Activities Scout Active Support Unit

The Unit exists to support adventurous activities for the Scout Association Area of Gwent, and/or which take place in the geographical area of Gwent and the surrounding areas. Example activities would include:

- Rock climbing and abseiling
- Hillwalking and mountaineering in all its forms
- Caving
- Expeditions (such as the Scout section Expedition Challenge, and those relating to Top Awards/DofE)
- Orienteering
- Geocaching
- Gorge walking
- High ropes including crate stacking

The Unit will provide activities for young people in all sections and adults at Area, District and Group events as well as provide development and training opportunities for its members and other volunteers. This could be through social events with a development focus, as well as formal training towards Adventurous Activity Permits. The Unit currently has a large stock of outdoor climbing equipment and a small training fund thanks to external grant funding.

Initially the unit will cover the above land-based activities but may in the future be extended to include other activities.

The role

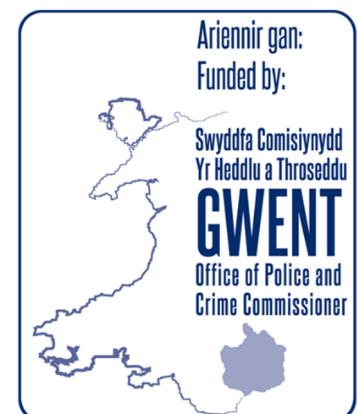
We are looking for a volunteer manager to oversee the ongoing development and operation of this new provision of Scouting in Gwent.

Person specification

We are looking for someone who...

- Can effectively manage and support adult volunteers
- Is an effective communicator
- Takes a proactive approach
- Is committed to supporting the Fundamentals and Vision of The Scout Association
- Is committed to supporting the aims and objectives of Scout Active Support.

More detailed information on the role can be found below. Self-nomination or nomination of others is welcome.



Role description for Scout Active Support Unit Manager



Title:	Scout Active Support Manager
Outline:	As Scout Active Support Manager, you should manage the Unit to ensure it fulfils its purpose and Service Agreement.
Responsible for:	Scout Active Support Coordinators, Scout Active Support Members
Responsible to:	Deputy Area Commissioner (Operations)
Main contacts:	Scout Active Support Coordinator, Scout Active Support members, other Scout Active Support Managers, Deputy Area Commissioners, Assistant Area Commissioner (Activities), Assistant Area Commissioner (Events), Area Training Manager, District Commissioners, Assistant District Commissioners (sections), External bodies
Appointment requirements:	<p>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.</p> <p>It is expected that whilst volunteering for this role you will undertake regulated activity.</p>

Main tasks

- Annually write Service Agreement in partnership with responsible commissioner with prior agreement from members.
- Ensure that Scout Active Support Unit is meeting the needs of the Area 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 the Deputy Area Commissioner (Operations) and report reviews to the Area Commissioner.
- Maintain effective communication between Scout Active Support Unit and the Area.
- To take an active role in the Operations and Area teams.
- The appointment of the Area Scout Active Support Coordinators, following the Appointments Process
- Agree responsibilities with the Scout Active Support Coordinators, with reference to the role description.
- Ensure that Co-ordinator(s) effectively provide required support.
- Ensure that all Scout Active Support Members have completed relevant training.
- Ensure that Scout Active Support Unit is following POR relating to all financial matters.
- To promote the opportunities of Scout Active Support to external bodies outside the Association.
- To raise the awareness and promote the Scout Active Support Unit to all Members within the Area both as a Membership option and to benefit from their support.
- Resolve any disputes between members of the Scout Active Support Unit.
- Approve activities of the Scout Active Support Unit in accordance with POR.
- To carry out self-review.
- Work with Training Adviser to complete Wood Badge.

Abilities, Skills and Experience

Essential

- Ability to manage adults effectively
- Experience of managing dispersed teams
- Experience of mentoring and developing others
- Passionate about providing adventurous activities to more young people
- Want to see quality programmes delivered week-in-week-out.
- Have a proactive and creative approach
- Able to communicate by telephone and email
- Able to relate with adult volunteers and young people
- Resourceful, energetic and enthusiastic about the job
- Good IT skills and access to a computer

Desirable

- Experience of Scouting as an adult
- Hold a permit for a land-based adventurous activity
- Understanding of Facebook, Twitter and other communication tools.

Application process

Please complete the application/nomination form and return by email to activities@gwentscouts.org.uk by midnight on 31 January 2018. If you have any questions about the role please contact Peter Sheppard, AAC Activities on the above address, or Mark Evans, Deputy Area Commissioner (Operations) on operations@gwentscouts.org.uk

Shortlisted applicants will be invited to telephone interview in early February 2018.