

# Role description for a ... County Training Manager



Item Code FS330067 Date May/04 Edition no 1

0845 300 1818

**Title:** County Training Manager

**Outline:** Responsible for the management of all aspects of the training / learning process for adults within the County (including appropriate training, support structures and personnel to achieve this), together with the recommendation of the award of Wood Badges

**Responsible for:** Those involved in the management, delivery and administration of training

**Responsible to:** County Commissioner

**Main Contacts:** District Commissioners, Adult Support Office at HQ, other CTMs in the region, District / County Appointments sub-Committee Secretaries, County Training Administrators, Local Training Administrators

**Appointment Requirements:** To understand and accept the Scout Association's policies, have a satisfactory CRB clearance, completion of a Wood Badge including the role specific modules (Planning a Learning Provision and Managing a Learning Provision) as detailed in the Adults Personal File and the Adult Training Scheme.

| "General" Main Tasks  | "Specific" Tasks Agreed with the CC |
|---|-------------------------------------|
| <ul style="list-style-type: none"> <li>Work with the County Commissioner and District Commissioners, to determine, review, and maintain the appropriate structure for management and support of learning opportunities within the County</li> </ul>                     |                                     |
| <ul style="list-style-type: none"> <li>Act as line manager for those involved in the management, delivery and administration (recruit, induct, support, and carry out appointment reviews)</li> </ul>   |                                     |
| <ul style="list-style-type: none"> <li>Act as line manager to Training Advisers</li> </ul>  |                                     |
| <ul style="list-style-type: none"> <li>Liaise with District / County Appointments sub-Committees to receive notification of new appointments and ensure that these people are assigned a Training Adviser</li> </ul>  |                                     |
| <ul style="list-style-type: none"> <li>Plan and ensure the delivery of the learning provision in the County so that all adults in Scouting completing a Personal Learning Plan have access to the suitable learning opportunities using a variety of methods</li> </ul> |                                     |
| <ul style="list-style-type: none"> <li>Ensure that people involved in the learning provision are suitably qualified and effective</li> </ul>  |                                     |
| <ul style="list-style-type: none"> <li>Manage a high quality of learning provision in the County</li> </ul>   |                                     |
| <ul style="list-style-type: none"> <li>Ensure that administration relevant to learning / training is completed efficiently and</li> </ul>   |                                     |

**The Scout Information Centre**

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| effectively  |  |
| <ul style="list-style-type: none"><li>• Ensure that the recommendation of Wood Badges is carried out</li></ul>                       |  |
| <ul style="list-style-type: none"><li>• Implement the Scout Association's Training Policy and procedures within the County</li></ul> |  |