

# Role description for a ... Local Training Manager



Item Code FS330069 Date May/04 Edition no 1

0845 300 1818

**Title:** Local Training Manager

**Outline:** To assist the County Training Manager (CTM) in managing the Training / Learning process in a given area of responsibility.

**Responsible for:** Training Advisers, Local Training Administrators (LTA)

**Responsible to:** County Training Manager

**Main Contacts:** District Commissioners, Adult Support Office at HQ

**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 as detailed in the Adults Personal File and the Adult Training Scheme.

<b>"General" Main Tasks</b>	<b>"Specific" Tasks Agreed with the CTM</b>
<ul style="list-style-type: none"><li>Act as line manager for LTA (recruit, induct, support and carry out appointment reviews)</li></ul>	
<ul style="list-style-type: none"><li>Act as line manager for Training Advisers</li></ul>	
<ul style="list-style-type: none"><li>Plan and ensure the delivery of the learning provision in their area of responsibility so that all adults in Scouting completing a personal learning plan have access to 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 (have attained or are working towards the relevant role specific Modules)</li></ul>	
<ul style="list-style-type: none"><li>Make Wood Badge recommendation within their responsibility</li></ul>	
<ul style="list-style-type: none"><li>Provide training opportunities locally</li></ul>	
<ul style="list-style-type: none"><li>Any other task as agreed with the CTM</li></ul>	