

## Role Description

- Role Purpose:** Work with the Deputy Commissioner People – Adult Training to support the ATMS and their training teams to deliver and manage the Leadership Training Programme and support Section Leaders and Section Supporters.  
Ensure that quality monitoring is undertaken.  
To promote and be a positive advocate of training across Wales  
To support RTMs/ATMS in their planning and delivery of quality training and validation across Wales
- Appointed by:** Deputy Commissioner People – Adult Training for Wales
- Responsible to:** Deputy Commissioner People – Adult Training for Wales
- Responsible for:**
- Maintaining regular contact with ATMs, assisting to identify issues, offering support, and providing advice and solutions.
  - Making sure training provision in Areas is meeting the need of learners participating in the scheme and is aligned to Area and Country strategic plans.
  - Supporting the quality assurance of Area training provision on request.
  - Encouraging networking and collaboration to support the adult training scheme within Wales and across Area borders as appropriate
  - Supporting Areas and Regions in holding regular training sessions to ensure a consistent validation process across Wales
- Main contacts:**
- Deputy Commissioner People - Adult Training
  - People Team
  - ScoutsCymru Head of Strategy and Head of Operations and other members of the Senior Management Team
  - Regional Commissioners in Wales
  - Area Commissioner in Wales
  - RTMs/ATMs
  - Area Training Teams
  - District training team
- Key tasks:**
- In coordination with the objectives of ScoutsCymru and The Scout Association, ensure that the volunteer training offer is clear and delivered to an agreed plan. To ensure an excellence in volunteer training.
  - Develop a central delivery of modular training programme
  - Contribute as a member of People Team Contribute to Wales
  - Liaise with District/ Area/ Regional Commissioners and Training Managers on the provision of training
  - Meet with the relevant staff support on a regular basis to review Training matters
  - Support & Co-ordinate the RTM's, ATMs and members of the Training Teams, meeting with them on a regular basis

- Feedback to any issues concerning the resources, including the Trainer and Facilitator notes, quality monitoring guidance and participant handbooks.
- Participate in quality monitoring and engage in the peer assessment of trainers within a two-year cyclical timeframe.
- Continue to support the promotion of the modular training programme developing new approaches to delivering training.
- Adapt the resources as necessary to suit local and individual needs.
- Provide TA workshops and monitor the quality of validation. – working with local training commissioners and managers.
- Keep up to date with developments in the training scheme

**Appointment Requirements**

Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the five months of Provisional Appointment the relevant Getting Started modules must be completed.

**Time commitment:**

On average, 2 days a month.

Take part in Team UK People team meetings as necessary

Hold a minimum of termly meetings with team.

Take part in termly meetings with Deputy Commissioner People – Adult Training

**Terms of appointment:**

The appointment is for an initial term of 3 to 5 years (subject to annual review with the Deputy Commissioner People – Adult Training, with the potential for re-appointment for a further period.

This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with the Association's Expenses Policy will be paid.

The applicant must become a member of The Scout Association including successful conclusion of our vetting process and making the Promise.

**Person Specification**

Any member of the Scout Association currently aged over 18 is eligible to apply for this role. During the selection process you will be asked to demonstrate that:

You are able to:

- Ability to work collaboratively with other adults
- Understanding of the learning process
- Understanding of different learning styles and how to meet learners' individual needs
- Understanding of the challenges of managing volunteers
- Experience as a trainer in The Scout Association or externally
- Experience as a manager in The Scout Association or externally
- Understanding of the local situation

You have the following

- Excellent and innovative presentation skills
- Excellent facilitation skills
- Able to provide and receive feedback
- Able to adapt materials and methods to suit individual learners needs
- Motivate participants to apply their learning in their Scouting role
- Manage and monitor own tasks and time

You have the following characteristics

- Flexible approach
- Self-motivated
- Able to work as part of a team and promote good teamwork
- Enthusiastic about learning
- Good communication skills
- Resourceful and energetic
- Acceptance of the Fundamentals of the Scout Movement
- Commitment to the principles of The Scout Association's Adult Training Scheme

### **Specific deliverable and timescales**

Working with the Deputy Commissioner People – Adult Training develop a team of people to support the following

1. Work with the National UK Training Team to review and improve training offer, for Modular training to improve and streamline the delivery and validation of training for adult volunteers.
2. Lead on a centre of excellence for training, providing expert guidance to Regional ATMS, Area and District training teams and providing clear and accessible training and validation for volunteers
3. Support the ATMs and their teams with the delivery of Section leader and section supporter training
4. Provide detailed updates on training data – ensuring that line managers and the ScoutsCymru team are aware of any challenges and successes.
5. Work with ScoutsCymru, RTMs, ATMs and Trainers to develop a delivery of all possible modules annually via Zoom/Teams for the benefit of all volunteers