

SUPPORTING THE MOVEMENT TOGETHER.

Scout Active Support Essentials: A Guide to Delivering
Flexible Active Support to Scouting



scouts.org.uk/activesupport



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Editor's note

Although in some parts of the British Isles Scout Counties are known as Areas or Islands – and in one case Bailiwick – for ease of reading this publication simply refers to County/Countries. In Scotland there is no direct equivalent to County or Area. In Scotland Scouting is organised into District and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. The focus of responsibility is outlined in Scottish Variations from POR.

FOREWORD FROM BEAR GRYLLS

Thank you for making a difference

Our biggest challenge in Scouting is getting enough adults to share their time and talents. Scout Active Support is a brilliant way for adults of all ages to volunteer on a flexible basis. It's the best of both worlds - it fits around people's commitments, helps them to use their individual talents and volunteer with their friends. Not everyone can contribute every week - but this way, people can still make a great contribution to Scouting. Thank you for everything you do - whether it's teaching rope making or providing first aid cover at an event.

Thank you for being a vital part of these adventures and making such a difference to our brilliant young people's experience of Scouting.



Bear Grylls,
Chief Scout



WELCOME FROM GLENN WALKER UK ADVISER (SCOUT ACTIVE SUPPORT)

Supporting the Movement together

If you are new to Scouting – welcome; your contribution will allow us to deliver yet more events, opportunities and programmes. If you have been in Scouting for some time, thank you for your continued support. It's always appreciated.

Scout Active Support is a dynamic and practical support framework for local Scouting. It builds on the work of the Fellowship which has supported Scouting for over thirty years and looks ahead to supporting a Movement that continues to develop and grow, providing activities and opportunities for nearly 400,000 young people across the UK.

If you have ideas and suggestions for offering better support to Scouting, please let me know at active.support@scout.org.uk



Glenn Walker, UK Adviser (Scout Active Support)

1. INTRODUCTION

WELCOME TO SCOUT ACTIVE SUPPORT ESSENTIALS

Scout Active Support Essentials introduces Scout Active Support and outlines its purpose. It defines roles within the Unit, training requirements and the service agreement.

WHAT DOES SCOUT ACTIVE SUPPORT ESSENTIALS CONTAIN?

Scout Active Support Essentials contains guidance on Scout Active Support. The guide also provides copies of:

- Role descriptions
- Template Service Agreement



2. WHAT IS SCOUT ACTIVE SUPPORT?

Scout Active Support is a way that adults can provide support to local Scouting. This chapter considers the purpose of Scout Active Support, including what it does, who can join, how it is structured, adult roles and uniform.

A. WHAT DOES SCOUT ACTIVE SUPPORT DO?

The answer is anything that supports Scouting. Scout Active Support is a way for adults to volunteer some time to Scouting in a flexible way that suits them. Scout Active Support is a resource for managers of local Scouting including Group Scout Leaders, District Commissioners and County Commissioner, to use in which ever way is required. The ways that Scout Active Support can aid Scouting are almost endless; below are a few examples.

Programme delivery to young people

EXAMPLE 1: A new Beaver Scout Colony has just opened. Members of a District Scout Active Support Unit who have experience in running a Beaver Scout Colony could support the new leadership team for the first term.

EXAMPLE 2: A Cub Scout Pack is doing the Local Knowledge Activity Badge. A member of the Group Scout Active Support Unit could attend meetings for two weeks to share their knowledge of the local area with the Cub Scouts.

EXAMPLE 3: An Assistant Scout Leader at a local Group is on maternity leave. A member of the District Scout Active Support Unit could act as the Assistant Scout Leader for the duration of the maternity leave.

EXAMPLE 4: A County Scout Active Support Unit could provide opportunities for Scout Groups across the County to gain experience of water activities by coordinating six experience days annually.

Development of Scouting

EXAMPLE 1: A District Explorer Scout Unit is planning an international expedition. The District Scout Active Support Unit could work with them to plan the trip, including fundraising.

EXAMPLE 2: The District Commissioner is losing track of Want to Join enquiries from young people and adults. A County Active Support Unit could take on following up Want to Join enquiries, which might involve supporting adults and young people until they are involved in Scouting.

EXAMPLE 3: A Scout County runs an annual open day for adults and young people to experience Scouting. The County Scout Active Support Unit could take responsibility for organising an element of the day, coordinating activities and handouts.

EXAMPLE 4: A Scout Group is struggling for adult leaders; a Group Scout Active Support Unit could take the lead on recruitment for the Group by attending local events such as school fairs and University Open Days.

B. WHO CAN JOIN SCOUT ACTIVE SUPPORT?

Scout Active Support welcomes men and women aged 18 and over and of all interests, abilities and backgrounds. There is no requirement to have been involved in Scouting or Guiding before joining. All that is required is a willingness to volunteer some time to support Scouting.

To be a member of a Scout Active Support Unit, you must become a Member or an Associate Member of The Scout Association. The Scout Active Support Manager must become a Member of The Scout Association.

For more information about Membership and Associate Membership of The Scout Association, please see the membership rules in Chapter 3 (Groups), Chapter 4 (District) and Chapter 5 (County) of *Policy, Organisation and Rules* at www.scouts.org.uk/por

C. THE STRUCTURE OF SCOUT ACTIVE SUPPORT

Scout Active Support is divided into Units. A Scout Active Support Unit is based at Scout Group, District or County level. There can be more than one Unit at each level.

A Scout Active Support Unit is a resource for Group Scout Leaders, District Commissioners or County Commissioners to develop Scouting. It is their decision to start a Scout Active Support Unit in response to a particular area of Scouting they wish to develop such as climbing activities or adult recruitment.

Exceptionally, a National Scout Active Support Unit might be set up to meet a specific need such as SCOUTMED which provides medical and first aid cover for Scouting events and other events around the country.

Each Scout Active Support Unit must have a Manager appointed by the Group Scout Leader, District Commissioner or County Commissioner as appropriate. If required, the Scout Active Support Manager can appoint one or more Scout Active Support Coordinators to assist them.

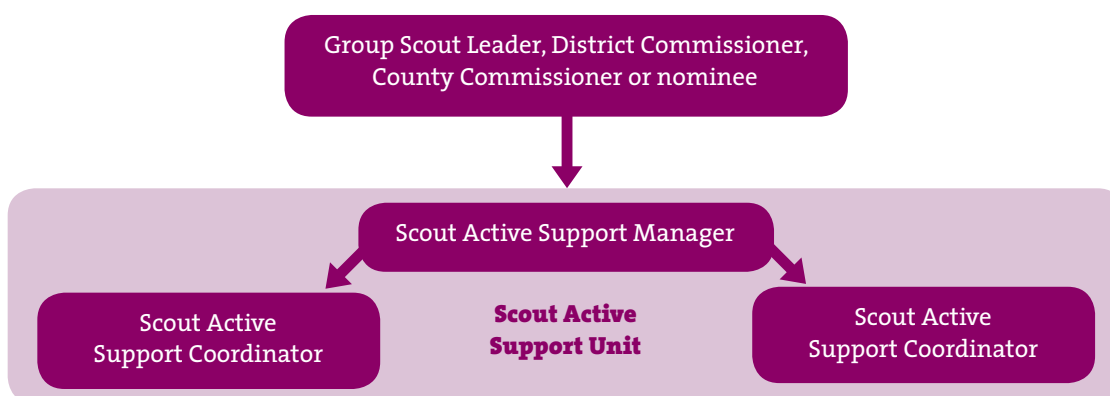
D. ROLES

Below is a list of roles that are instrumental in the setup and running of a Scout Active Support Unit.

Group Scout Leader, District Commissioner or County Commissioner

The Group Scout Leader, District Commissioner or County Commissioner has a role in starting and developing a Scout Active Support Unit. This should be decided upon dependant on the Group, District or County needs. The Group Scout Leader or responsible Commissioner must ensure the Scout Active Support Unit is meeting its purpose and fulfilling a need.

Ultimately the Group Scout Leader, District Commissioner or County Commissioner is responsible for ensuring that line management for the Scout Active Support Unit is in place. The Group Scout Leader, District Commissioner or County Commissioner may fulfil this role, or nominate another person to undertake this – depending on the local management structures in place.



Scout Active Support Manager

The Manager is responsible for the management, leadership and day to day running of a particular Scout Active Support Unit. The Scout Active Support Manager works with the Group Scout Leader or responsible Commissioner to write a service agreement which details the purpose of the Scout Active Support Unit. This should be reviewed annually to ensure that the Scout Active Support Unit is accomplishing the targets set.

The Scout Active Support Manager is part of the Group Leaders' Meeting or the District/County Team (as appropriate) so that the work of the Scout Active Support Unit is directly linked into the local Scouting structure.

Scout Active Support Coordinator

The Coordinator role is an optional appointment to assist the Scout Active Support Manager if required. A Coordinator may be appointed to fulfil a specific function, for example ensuring membership details are kept up to date, or could be a more general provider of support to the Scout Active Support Manager. There may be more than one Scout Active Support Coordinator per Unit, and this will be decided upon by the Unit Manager. The line manager of the Scout Active Support Coordinator is the Scout Active Support Manager. The role description for the Coordinator is to be agreed between the Manager and Coordinator in agreement with the Group Scout Leader, responsible Commissioner or nominee.

Scout Active Support member

The flexible nature of Scout Active Support lends itself to people who want to be involved in Scouting and benefit from opportunities for flexible volunteering. Scout Active Support can take up as much or as little time as the volunteer wishes. Each Scout Active Support member is responsible to the Scout Active Support Manager for carrying out the work of the Scout Active Support Unit.

For guideline job descriptions please see Appendix 1.

E. FINANCE

Units may hold their own Bank/Cash account. The relevant Treasurer (Group, District or County) must be a signatory on the Unit account along with the Unit Manager or nominee. These finances will belong to and form part of the Group, District or County account.

Please see finance rules in Chapter 3 (Groups), Chapter 4 (District) and Chapter 5 (County) of Policy, Organisation and rules at www.scouts.org.uk/por

F. UNIFORM

The uniform for members of Scout Active Support is the same as that for all other adult Members, except that Scout Active Support members may also wear the Scout Active Support identity badge:



Members should agree which scarf their Scout Active Support Unit wears. This could be the national Scout Active Support scarf available from Scout Shops, or the scarf of the Group, District or County that the Unit supports. Alternatively, it could be specific to the Scout Active Support Unit agreed by the Manager together with the Group Scout Leader or responsible Commissioner.

G. NAME OF THE UNIT

Units will be classified as Scout Active Support Units on the membership database. The term 'Scout Active Support' will be used in all Scout Association resources and communications. However, Units may call themselves whatever they wish – to clearly promote the work and purpose of the Unit. However it is important to link the name of the Unit to the Scout Active Support brand and so all headed paper and formal communications should include, appropriately, the term Scout Active Support. For example, if the Unit is called 'Green Woods Service Crew', then the headed paper for the Unit should use the wording 'Green Woods Service Crew Scout Active Support Unit'.

3. SCOUT ACTIVE SUPPORT MEMBERS

A. TRAINING

Whilst The Scout Association's primary purpose is the development of young people, it also seeks to offer personal development opportunities to adults, both within their Scouting role and as individuals. The Adult Training Scheme is one means by which adults in Scouting can be supported in their chosen role. It is also a means by which personal development needs can be met. Below is an outline of the training required to fulfil each role within Scout Active Support.

Scout Active Support Managers

A Wood Badge is obligatory for this appointment. This is gained by completing the managers' modules from the Adult Training Scheme.

Scout Active Support Coordinators and Members

A Wood Badge route is not available for these appointments but Module 1, *Essential Information*, must be validated.

Although a specific Wood Badge route is not available for these roles, if individuals holding these appointments wish to complete one, they can create a Wood Badge route in agreement with the County Training Manager. It is important to ensure that the modules chosen can be completed within the Coordinator or member role.

All Scout Active Support roles

Those holding roles within a Scout Active Support Unit, including a Scout Active Support member, Scout Active Support Coordinator and Scout Active Support Manager should also complete those modules relevant to the nature of their Unit. This could include Module 3, *Tools for the Job*, Module 12, *Providing a Balanced Programme*, Module 17, *Activities Outdoors*, or any other relevant module(s). The Service Agreement for a Scout Active Support Unit will outline the support provided by the Unit, and will help to determine which training will be relevant for its members.

For more information about Adult Training please see the *Adult's Personal File* at www.scouts.org.uk/learnersresources

B. WHO DOES A SCOUT ACTIVE SUPPORT UNIT WORK WITH?

A Scout Active Support Unit can support all Members of Scouting at whichever level they are based. The way the Unit interacts with Members of The Scout Association will be dictated by the service agreement. It could be supporting section leaders in delivering different elements of a Balanced Programme, or supporting a District Commissioner in handling Want to Join enquiries.

4. THE SERVICE AGREEMENT

A. WHAT IS A SERVICE AGREEMENT?

A service agreement is a document that contains details about how the Scout Active Support Unit will support Scouting. This should be agreed between the line manager and the Scout Active Support Manager after consultation with the Scout Active Support members. Where the line manager is not the Group Scout Leader/responsible Commissioner, this service agreement should then be approved by the Group Scout Leader/responsible Commissioner.

Every Scout Active Support Unit must have a Service Agreement describing its role in providing support to Scouting. This document will be a living document and subject to change. There should be a clearly defined process for agreeing changes.

B. HOW IS A SERVICE AGREEMENT WRITTEN?

A Scout Active Support Unit should only be started when an area needing support has been identified by the Group Scout Leader, District Commissioner or County Commissioner. With this being so, the Group Scout Leader or responsible Commissioner should be in an ideal position to write the service agreement in partnership with the Scout Active Support Manager.

Areas of growth and development within a Group, District or County can be identified and listed with actions to form the basis of the service agreement. All activities detailed within it should comply with *Policy, Organisation and Rules* (POR), which explains how The Scout Association is organised and how it should operate.



C. WHAT SHOULD A SERVICE AGREEMENT LOOK LIKE?

The service agreement should provide an outline of the areas of development that the Scout Active Support Unit will concentrate on during the next twelve months. The agreement consists of three parts.

Introduction & Membership conditions

Service Provision

Support Provided

Below, please find an example of the structure of a service agreement. If you would like to use this model, please find a template in appendix 2. You can create your own template, however, it should include the 3 parts.

1. Introduction & Membership conditions

The first section is an introduction to the Scout Active Support Unit including their name and level of operation (Group, District, or County). This section could also contain the Membership Conditions (which could include subscription details, meeting times, venue etc.).

2. Service Provision

This should include all of the headings below and ideally should be created in landscape format. This is the part of the agreement which will need to be updated and agreed on a regular basis throughout the 12 month period, and this section is what the Scout Active Support Unit is going to provide for Scouting (activity, support, etc.)

The service provision of the service agreement could be laid out as below

Need:	Method:	Target:	Completion Date:
Provide all support functions for Annual St George's Day Parade.	Invitations, marshals & Reception refreshments.	2nd	Invitations out by December
Assist with the running of craft tent for District Cub Camp in May.	Provide all materials including, tables, chairs and staff for 10 different crafts.	3rd	
Provide refreshments and Hot Dogs/Burgers for District Firework Display on 6th Nov.	Provide all equipment (including tent) for Hot Dogs and Burgers.	£500 profit, towards costs.	
Organise District Social for Christmas (including Quiz).	Ascertain numbers, invitations book venue, menu choices etc. Create Quiz to help with Unit funds	1st	Book venue by August.

Need:

The need includes a description, and how that will be achieved, so it is clear to whoever reads the document. An example could be a need to recruit more adults and young people.

Method:

The method is how the need will be achieved. So with the above example, advertisements could be put in local libraries, shops and schools.

Target:

Each item should be assigned a target so that it is clear where most effort should be assigned should be by importance of each of the needs. This could be a target to be reached, for example 1 per cent adult Membership growth or the order in which things should be tackled.

Completion Date:

The completion date is when each need should have been achieved. This could be a specific date or could be something that is ongoing such as continued recruitment of adult volunteers.

A blank template for a service agreement is included in Appendix 2.

3. Support Provided

This page contains 3 important sections:

- a. Support that is provided to the Unit from the Group/District/County (i.e. could be the Membership Subscriptions are paid for by the County)
- b. Development that is required for the Unit to provide the support/activity that is being requested (i.e. 6 of the Unit members require first aid training)
- c. Signatures of the Scout Active Support Manager, the GSL/Responsible Commissioner and dates that the agreement was signed.

The support provided section of the service agreement could be laid out as below.

<p>Support to be provided by [1st Scout County]:</p> <p>District Quarter Master to provide all equipment for all functions</p>
<p>Development for [1st County Support Unit]:</p> <p>Provide Food Hygiene Handling Course before March.</p>
<p>Signed: Date:</p>
<p>Signed: Date:</p>

5. REVIEW

A. WHAT IS A REVIEW?

A review is the process of looking at the service agreement against what has been achieved. Each need should have an identified target which will make the process of review much easier.

The review should work through the service agreement and look at what has been achieved. If the targets have been met, do they need continued support during the next 12 months?

It is important to record everything during the review, and that it is made available for all members of the Scout Active Support Unit to view. A copy of the service agreement and corresponding review document should be stored in a way that it can be referred to in the future.

B. WHO SHOULD BE INVOLVED IN THE REVIEW?

The main responsibility of conducting the review is with the Scout Active Support Manager and Group Scout Leader, responsible Commissioner or nominee. However it is important that the views of all Scout Active Support members are considered before the formal process takes place.

It is essential that the Manager has the opportunity to meet with all Unit members before they meet with the Group Scout Leader, responsible Commissioner or nominee. The Manager oversees the management of the Unit. They will not be involved in every aspect of support that is provided. It is important the Manager is made aware of achievements and weaknesses by members of the Unit who were involved with the different areas of support.

When the information has been gathered from the Unit about the support provided during the last 12 months, the Manager should meet with the Group Scout Leader, responsible Commissioner or nominee. This should be the formal review of achievements against targets. The targets would have been agreed with the Group Scout Leader, responsible Commissioner or nominee when the service agreement was first written. It is important that they are involved in the review process.

Where the line manager is not the Group Scout Leader or responsible Commissioner but is a nominee, it is vital that the Group Scout Leader or Commissioner is consulted at some stage during the review process. The Scout Active Support Unit is their resource to achieve targets, so it is crucial they are involved in the review process.

C. WHAT HAPPENS IF THE SCOUT ACTIVE SUPPORT UNIT DOES NOT REACH THE TARGETS?

If the Scout Active Support Unit fails to meet minimum standards for two consecutive years, it may be closed by the Group Scout Leader or responsible Commissioner with agreement from the relevant Executive Committee. If the Unit fails to meet minimum standards for three consecutive years, it must be closed by the Group Scout Leader or responsible Commissioner.

APPENDIX 1

ROLE DESCRIPTION FOR A SCOUT ACTIVE SUPPORT MANAGER- GROUP

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 Coordinator

RESPONSIBLE TO: Group Scout Leader

MAIN CONTACTS: Scout Active Support Coordinator, Scout Active Support members, other Scout Active Support Managers, relevant Training Manager, 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.

Main tasks	Tasks agreed with the District Commissioner
Annually write Service Agreement in partnership with GSL with prior agreement from members.	
Ensure that Scout Active Support Unit is meeting the needs of the Group 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 eventually Group Scout Leader.	
Maintain effective communication between Scout Active Support Unit and the Group as written in the Service Agreement.	
To take an active role in the Group team.	
The appointment of a Scout Active Support Coordinator(s), with the approval of the Group Scout Leader.	
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 a CRB check and validate Module 1 (Essential Information) of the Adult Training Scheme.	
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 Group both as a Membership option and to benefit their Scouting.	

Actively co-operate with the CSNC, CSNA and DESC	
Resolve and 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.	

ROLE DESCRIPTION FOR A SCOUT ACTIVE SUPPORT COORDINATOR - GROUP

TITLE: Scout Active Support Coordinator

OUTLINE: Providing support to Scout Active Support Manager as well as any specific task agreed with Manager

RESPONSIBLE FOR: N/A

RESPONSIBLE TO: Scout Active Support Manager

MAIN CONTACTS: Group Scout Leader or nominee, Scout Active Support Manager, relevant Training Manager, Scout Active Support members, External bodies

APPOINTMENT REQUIREMENTS: To understand and accept the Scout Association's policies, have a satisfactory CRB

clearance, completion of Module 1 of the Adult Training Scheme.

General Main Tasks	Specific tasks agreed with the GSL
To ensure continued accurate and up to date information within the Scout Active Support Unit.	
Liaise with the relevant Training Manager with any training needs for members.	
Working with the Scout Active Support Manager share any relevant information with the other Scout Active Support Manager(s).	
Liaise with the County Scout Network Administrator to ensure that accurate information regarding the options at 18 is given to Explorer Scouts.	
Pass census data to the District Secretary.	
Ensure that the all records comply with the Data Protection Act 1998.	
Any other tasks as agreed by the Scout Active Support Manager.	

ROLE DESCRIPTION FOR A SCOUT ACTIVE SUPPORT MANAGER- DISTRICT

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 Coordinator

RESPONSIBLE TO: District Commissioner

MAIN CONTACTS: Scout Active Support Coordinator, Scout Active Support members, other Scout Active Support Managers, relevant Training Manager, 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.

Main tasks	Tasks agreed with the District Commissioner
Annually write Service Agreement in partnership with DC with prior agreement from members.	
Ensure that Scout Active Support Unit is meeting the needs of the District 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 eventually District Commissioner.	
Maintain effective communication between Scout Active Support Unit and the District as written in the Service Agreement.	
To take an active role in the District team.	
The appointment of a Scout Active Support Coordinator(s), with the approval of the District Commissioner.	
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 a CRB check and validate Module 1 (Essential Information) of the Adult Training Scheme.	
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 District both as a Membership option and to benefit from their support.	
Actively co-operate with the CSNC, CSNA and DESC	

Resolve and 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.	

ROLE DESCRIPTION FOR A SCOUT ACTIVE SUPPORT COORDINATOR - DISTRICT

TITLE: Scout Active Support Coordinator

OUTLINE: Providing support to Scout Active Support Manager as well as any specific task agreed with Manager

RESPONSIBLE FOR: N/A

RESPONSIBLE TO: Scout Active Support Manager

MAIN CONTACTS: District Commissioner or nominee, Scout Active Support Manager, relevant Training Manager, Scout Active Support members, External bodies

APPOINTMENT REQUIREMENTS: To understand and accept the Scout Association's policies, have a satisfactory CRB clearance, completion of Module 1 of the Adult Training Scheme.

General Main Tasks	Specific tasks agreed with the DC
To ensure continued accurate and up to date information within the Scout Active Support Unit.	
Liaise with the relevant Training Manager with any training needs for members.	
Working with the Scout Active Support Manager share any relevant information with the other Scout Active Support Manager(s).	
Liaise with the County Scout Network Administrator to ensure that accurate information regarding the options at 18 is given to Explorer Scouts.	
Pass census data to the District Secretary.	
Ensure that the all records comply with the Data Protection Act 1998.	
Any other tasks as agreed by the Scout Active Support Manager.	

ROLE DESCRIPTION FOR A SCOUT ACTIVE SUPPORT MANAGER- COUNTY

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 Coordinator

RESPONSIBLE TO: County Commissioner

MAIN CONTACTS: Scout Active Support Coordinator, Scout Active Support members, other Scout Active Support Managers, relevant Training Manager, 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.

Main tasks	Tasks agreed with the County Commissioner
Annually write Service Agreement in partnership with CC with prior agreement from Members.	
Ensure that Scout Active Support Unit is meeting the needs of the County 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 eventually County Commissioner.	
Maintain effective communication between Scout Active Support Unit and the County 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 County Commissioner.	
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 a CRB check and validate Module 1 (Essential Information) of the Adult Training Scheme.	
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 County both as a Membership option and to benefit from their support.	
Actively co-operate with the CSNC, CSNA and ACC(ES)	
Resolve and 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.	

ROLE DESCRIPTION FOR A SCOUT ACTIVE SUPPORT COORDINATOR - COUNTY

TITLE: Scout Active Support Coordinator

OUTLINE: Providing support to Scout Active Support Manager as well as any specific task agreed with Manager

RESPONSIBLE FOR: N/A

RESPONSIBLE TO: Scout Active Support Manager

MAIN CONTACTS: County Commissioner or nominee, Scout Active Support Manager, relevant Training Manager, Scout Active Support members, External bodies

APPOINTMENT REQUIREMENTS: To understand and accept the Scout Association's policies, have a satisfactory CRB

clearance, completion of Module 1 of the Adult Training Scheme.

General Main Tasks	Specific tasks agreed with the CC
To ensure continued accurate and up to date information within the Scout Active Support Unit.	
Liaise with the relevant Training Manager with any training needs for members.	
Working with the Scout Active Support Manager share any relevant information with the other Scout Active Support Manager(s).	
Liaise with the County Scout Network Administrator to ensure that accurate information regarding the options at 18 is given to Explorer Scouts.	
Pass census data to the County Secretary.	
Ensure that the all records comply with the Data Protection Act 1998.	
Any other tasks as agreed by the Scout Active Support Manager.	

APPENDIX 2



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SERVICE AGREEMENT

BETWEEN

SCOUT ACTIVE SUPPORT UNIT

AND

Introduction

This service agreement outlines the purpose and active support your Unit will provide. How you will support the local needs of your responsible Commissioner/Group Scout Leader and what its members will do over the next twelve months.

This will be a living document and subject to change/review. It must also assist with the local development needs.

This document must be completed by the Scout Active Support Manager in consultation with its members and agreed by the relevant Commissioner/GSL.

Membership Conditions:

[includes subscription details]:

Need:	Method:	Target:	Completion Date:

Support to be provided by:

Development for:

Signed: Date:

Signed: Date:

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