

Compass Superusers



Date November 2015 Edition No. 1

0845 300 1818

Role description

Title: Compass Superuser

Duration: This is a temporary role, initially expected to end on 31 March 2016, unless extended by the County/Region/Area Commissioner in consultation/agreement with both the Superuser and the Compass team at UKHQ.

Outline: A Compass Superuser is given full access to Compass processes and records for their County/Region/Area, except for a few key Commissioner Approvals (e.g. suspension approvals). They are members of a broader team in the County/Area/Region (Scotland) responsible for providing local support for the reintroduction of Compass, including updating of Compass records, commencing in January 2016 to ensure that existing local records are reflected on Compass. This broader team will include Appointment Secretaries and other roles.

Superusers will need regular access to a computer with internet access.

The role can be defined as process or location specific by the County/Region/Area Commissioner.

Responsible to: County/Region/Area Commissioner or other named line manager appointed by (and responsible to) the County/Region/Area Commissioner

Responsible for: n/a

Main Contacts: Members in the relevant roles who have kept offline records locally, County/Region/Area Commissioner and/or line manager, Compass Champion(s) and other Superusers in their County/Region/Area, Members whose records need updating.

Appointment requirements:

- Knowledge of Scouting
- Strong communication skills and ability to work as part of the team
- Access to a computer with internet access
- Superusers must have a current role on Compass.

Main Tasks

To support the County/Region/Area Commissioner, as part of the agreed County/Region/Area team, in ensuring that Compass updates are carried out with priority to:

- Appointments and Disclosures (making sure every adult has the correct role(s) and disclosure).
- Permits (adding those already approved by Commissioners, and recommendations for permits made by Assessors).
- Training (that has already been validated by the appropriate Member).

Communicate with Members appropriately when record updates are completed.

Other Responsibilities (as agreed with by County/Region/Area Commissioner and/or line manager). These may include receiving questions from users and correcting notified issues.