

Training Adviser for Managers and Supporters

Title: Training Adviser for Managers and Supporters

Outline: Responsible for supporting and assessing learners in Manager and Supporter roles through their leadership and management training up to the award of the Wood Badge.

Responsible to: County/Area Training Manager or Local Training Manager (depending on County/Area structure), Assistant Region Commissioner (Adult Training) in Scotland

Main Contacts: County/Area Training Manager, Local Training Manager, Assistant Region Commissioner (Adult Training) and Assistant District Commissioner (Adult Training) in Scotland, Managers undertaking training, the line managers of adults undertaking training (e.g. District Commissioners County/Area Commissioners, Chief Commissioner), other Training Advisers, those validating modules and Training Administrators.

Appointment requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

Training Requirements: Must complete Module 1: Essential Information within five months of full appointment, and Module 25: Assessing Learning within one year of full appointment.

Main Tasks

- Brief new learners about the Leadership and Management Training
- Create a Personal Learning Plan with each learner
- Validate training for each learner as appropriate
- Meet regularly with each learner to support and encourage the individual; review progress of the Personal Learning Plan; and plan actions to work toward the completion of the Personal Learning Plan
- Maintain records of the learner's progress and inform the County/Area Training Manager or Assistant Regional Commissioner (Adult Training) so that the Wood Badge may be recommended on Compass
- Meet with other Training Advisers and the County/Area Training Manager or Local Training Manager or Assistant Regional Commissioner (Adult Training) to discuss progress; consider items of concern and issues
- Other tasks as agreed with the Line Manager

Person Specification

Knowledge and Experience

- Ability to provide advice and support to other adults
- Understanding of the learning and validation process
- Understanding of different learning styles and how to meet learner's individual needs
- Understanding of the challenges of managing volunteers
- Experience as a manager in The Scout Association or externally

Skills

- Able to provide constructive feedback
- Motivate participants to apply their learning in their Scouting role
- Manage and monitor own tasks and time

Personal Qualities

- Flexible approach
- Self-motivated
- Enthusiastic about learning
- Acceptance of the Fundamentals of the Scout Movement
- Commitment to the principles of The Scout Association's Adult Training Scheme