

# County Training Manager - Northumberland Scouts



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# Introduction to Team Northumberland

It is an exciting time to be involved in scouting as we embark on the start of a project to continue to develop the adult journey for leaders within Northumberland. In turn, this will allow us to promote the opportunities we offer to the young people around the County. The County Training Manager will be responsible for the management of all aspects of the training and learning process for adults within the County (including appropriate training, support structures and personnel to achieve this), together with the recommendation of the award of Wood Badges. Team Northumberland is an inclusive team; you will be joining a team of talented, focused volunteers who are all passionate about bringing brilliant Scouting to every young person who wants to take part. As County Training Manager, you will be part of the senior leadership team working with the wider County Team. You will aim to drive the adult journey for leaders to deliver high quality program to all our young people. The current Northumberland training manger will have a hand over period to ensure the best possible start for you in the role. There will also be opportunities to work with people across the country as well as outside of scouting to develop the training journey.



**Michael Wood-Williams**, County Commissioner Northumberland Scouts

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# Our strategic plan

**By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.**

## Skills for Life

Our plan to prepare better futures 2018-2023

<b>Our vision</b> By 2023 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.	
<b>Our mission</b> Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.	<b>Our values</b> We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.
<b>Our goals</b> We will achieve the following goals against our four objectives:	
<b>Growth</b> <ul style="list-style-type: none"><li>• 50k more young people</li><li>• 10k more Section Leaders</li><li>• 5k more Young Leaders</li></ul>	<b>Inclusivity</b> <ul style="list-style-type: none"><li>• The demographic of adult volunteers reflects society</li><li>• In 500 more areas of deprivation</li></ul>
<b>Youth Shaped</b> <ul style="list-style-type: none"><li>• 250k young people shape their Scouting each year</li><li>• 50% young people achieve top awards</li></ul>	<b>Community Impact</b> <ul style="list-style-type: none"><li>• 250k young people making a positive impact in their local communities each year</li><li>• 50% young people achieve top awards</li></ul>

### Our three pillars of work

To meet these objectives, we will focus on three pillars of work:

Programme	People	Perception
A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.	More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.	Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. We have continued to grow for 14 years. Our previous plan, Scouting for All, inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 462,000 young people aged 6-18 (including 102,000 girls) get the best possible start in life. Our social action campaign, A Million Hands, has enabled over 200,000 young people to make a positive contribution in their local communities.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring

communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures

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**'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.'** Tim Kidd, UK Chief Commissioner

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# The Role

## Overview of the role of County Training Manager in Northumberland

As County Training Manager, you will be responsible for the management of all aspects of the training and learning development process for adults within the County. This will allow you the closest possible insight and understanding of the journey that our volunteers make from the start of their Wood Badge training to the ongoing learning that they may need once their initial training is complete.

As such you will understand the importance of allowing the training scheme to be adaptable and have a flexibility which can accommodate the huge variety of circumstances our volunteers find themselves in, whilst remaining true to the core values of Scouting as a movement.

Ultimately, we would like all of our adults - wood badged and beyond - to be well trained, confident, engaged and included in providing young people in Northumberland with a fantastic programme that allows for excitement without danger, and adventure without hazard.

<b>Appointed by:</b>	County Commissioner working with the County Youth Commissioner
<b>Responsible to:</b>	County Commissioner
<b>Responsible for:</b>	Those involved in the management, delivery and administration of training including Deputy County Training Managers, Local Training Managers, Training Administrators, Training Advisers and Trainers.
<b>Main internal contacts:</b>	District Commissioners, the Adult Support office at Gilwell Park, Specialist Adviser (Adult Training), other County Training Managers in the Region, Deputy County Training Managers, Local Training Managers, County Training Administrators, Local Training Administrators, Training Advisers, Safeguarding Awareness Co-ordinator, Wales only: Assistant Chief Commissioner (Adult Training)
<b>Other internal contacts:</b>	Regional Commissioner and Headquarters staff

## Key tasks:

- Work with the County Team, to determine, review, and maintain the appropriate vision and structure for management and support of learning opportunities within the County.
- Implement the county training strategy in line with the principles of The Scout Association's Adult Training Scheme.
- Plan and ensure the delivery of a high quality learning provision in the County so that all adults in Scouting completing a Personal Learning Plan have access to the suitable learning opportunities using a variety of methods.
- Ensure that all those involved in the management, delivery and administration of training have effective line management either directly by the County Training Manager or by others (including recruitment, induction, support and appointment reviews).
- Ensure that robust systems are in place to liaise with District / County Appointments sub-Committees to receive notification of new appointments and ensure that these individuals are assigned a Training Adviser.
- Ensure that people involved in the learning provision are suitably qualified and effective.
- Ensure that administration relevant to learning / training is completed efficiently and effectively.
- Ensure that the recommendation of Wood Badges is carried out in a timely and efficient manner.
- Work with other County Training Managers in the Region to share ideas and support the development of the training provision in the County.
- Play an important role in the adult journey project.
- Some of the tasks for which the County Training Manager is responsible may be delegated to others such as Deputy County Training Managers or Local Training Managers.

## Time commitment:

Approximately four hours per week to attend meetings and manage administration. In addition, you may wish to be involved in the delivery of aspects of Training and Validation of training

## Terms of appointment:

The appointment is for an initial term of 3 years (subject to annual review with the County Commissioner), with the potential for reappointment for a further period of time.

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

## Induction and training for the role

In common with all County appointments, the successful candidate will be assigned a Training Adviser and will undertake a Manager Wood Badge.

Induction for this role will be delivered through meetings with the County Commissioner and Deputies.



# Person specification

## Skills and abilities:

- Excellent written and communication skills
- Provide advice and guidance effectively to others
- Provide inspirational leadership for the training team
- Provide strategic direction for the training team
- Motivate adults volunteering in the training team
- Build, maintain and facilitate effective working relationships with a wide range of people
- Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Ability to negotiate compromises
- Plan, manage and monitor own tasks and time
- Use basic computer software

## Knowledge and experience:

### Essential

- Ability to manage adults effectively
- Understanding the learning process specifically as it applies in a voluntary context

### Desirable

- Understanding the challenges of working in the voluntary sector
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movement as an adult

## Personal qualities:

- An understanding of the needs of adult volunteers
- Flexible approach
- Self-motivated
- Able to work as part of a team and promote good teamwork
- Resourceful, energetic and enthusiastic about the job
- Acceptance of the fundamentals of the Scout Movement
- Commitment to the principles of The Scout Association's Adult Training Scheme

## Detailed description of the role

The role of County Training Manager is based around six key areas of leadership and management.

### **1. Providing direction – as an effective County Training Manager you will be required to:**

- Promote a co-operative culture of working in the training team – leading by example.
- Create a vision for the future development of the training provision.
- Develop a plan for the training provision and work with others to implement and review it.
- Provide leadership, inspiration and motivation for all members of the training team.
- Ensure that everyone in the training team follows the policies and rules of The Scout Association.
- Carry out regular one-to-one meetings and support adults who report directly to you.

### **2. Working with people – as an effective County Training Manager you will be required to:**

- Develop good working relationships based on trust and Scout values with the adults in the training provision and with others in Scouting including key line managers to ensure that training is completed within the prescribed timescales.
- Manage succession planning and identify the roles that you need to make the training provision work effectively and recruit suitable people into those roles.
- Allocate tasks to people in the training team and monitor the progress of those tasks.
- Support adults in the training team to develop by completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
- Build a team spirit in the training team and support the development of the team as a whole.
- Appropriately acknowledge good work by individuals.
- Address conflict as it occurs within the training team and reduce the likelihood of it happening through good communication and other methods.
- Run effective team meetings in the training team and participate fully in County meetings.
- Ensure that adults in the training team perform to agreed standards and if serious problems occur, the correct procedures are followed in consultation with the County Commissioner
- Carry out effective reviews and re-assign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the County's local area.

### **3. Achieving results – as an effective County Training Manager you will be required to:**

- Satisfactorily complete projects in the training provision for which you are responsible.
- Ensure that all the initiatives in the training provision are managed appropriately.
- Ensure that there are suitable processes in place to ensure that training is effectively delivered to adult volunteers.
- Ensure that the training provision is promoted in Scouting locally.
- Build up an understanding of the adult volunteers in your local area and ensure that the training provision is focussed on their needs and expectations.
- Monitor and review the progress that training team members are making against their targets
- Have a robust training development plan in place and regularly review progress.
- Satisfactorily resolve problems and issues raised by adult volunteers using the training provision.

- Continually improve the performance of all elements of the training provision within the County.

#### **4.Enabling change – as an effective County Training Manager you will be required to:**

- Support and encourage members of the training team and others within the County to think of new and creative ways to improve the training provision.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- Communicate your vision for the future of the training team and lead people through changes that this vision requires.
- Develop effective plans to implement change and then carry them out, working together with relevant members of the training team and others in the County.
- Recognise the contribution of others towards change and improvement.

#### **5.Using resources – as an effective County Training Manager you will be required to:**

- Ensure that appropriate financial systems are in place and followed by members of the training team.
- Ensure that the training provision has sufficient funding including the identification of other income sources such as grants.
- Ensure that all training events and activities comply with The Scout Association's safety policy.
- Ensure that the County has sufficient physical resources to support the training provision.
- Minimise the negative impact and maximise the positive impact that the training provision has on the environment.
- Make decisions about all matters within the training provision based on the best available information.
- Ensure that key knowledge within the training provision is properly managed and used to improve the operation of training.
- Provide resources, support and encouragement for the training team to work in many ways including virtual team working.

#### **6.Managing your time and personal skills – as an effective County Training Manager you will be required to:**

- Agree realistic goals and targets with your County Commissioner for the development of the training provision so that it work towards the County and The Scout Association's strategic objectives.
- Consider the future requirements of your role then identify, plan and address areas for personal development.
- Ask for and act on feedback about how you carry out your role.
  - Develop and maintain personal contacts with people both inside and outside of Scouting who may be able to help you to achieve your plans for the County training provision.

# Next steps and how to apply.

The process of making a recommendation for appointment to the role is undertaken by The County Commissioner and County Youth Commissioner.

Self-nominations are very welcome and actively encouraged.

Nominations for the role are sought from a wide range of individuals including candidate new to scouting. When completing the nomination form please provide as much relevant information as possible as this will assist the Search Group in considering who may be best suited for the role. Please refer to the role description and person specification to help the Youth and County Commissioner understand how the nominee meets the requirements of the role. It may be helpful to include experiences outside of Scouting that are relevant to the role such as in professional or other volunteer capacities.

## Further information

If you require any further information about the role, or indeed would like an informal discussion about it, please contact Rio Groves (County Youth Commissioner) by telephone on 07411029698 or by email at [rio.groves@northumberlandscouts.org.uk](mailto:rio.groves@northumberlandscouts.org.uk) or the County Commissioner on 07887700465 or [michael.wood-williams@scouts.org.uk](mailto:michael.wood-williams@scouts.org.uk)

## Nomination/Application deadline

Completed nominations should be made using the online form at <http://www.northumberlandscouts.org.uk/page/vacancies> by Tuesday 31 August 2021

## Selection process for shortlisted candidates

The selection event for shortlisted candidates is likely to take place through the course of September 2021.