

23rd May 2003

## **Job Description Asst. County Training Manager (Local Training)**

**Title:** Assistant County Training Manager (Local Training)

**Outline:** To assist County Training Manager in managing the training/learning process in a given area of responsibility

**Responsible for:** *Local Training Managers in designated area.*

**Responsible to:** County Training Manager.

**Main contacts:** District Commissioners, Adult Support office at Headquarters

**Appointment requirements:** Completion of a Wood Badge plus the role specific modules 25, 30, 33, 34.

### **Main tasks**

- .. Act as line manager for Local Training Managers (that is, recruit appropriate people, induct, support, and carry out effective appointment reviews).
- .. Act as line manager for Local Training Administrators (that is, recruit appropriate people, induct, support, and carry out effective appointment reviews).
- .. Together with the County Training Manager and District Commissioners, determine review and maintain the appropriate structure for management and support of learning opportunities in the County
- .. With the County Training Manager plan and ensure the delivery of the learning provision in their area of responsibility so that all adults in Scouting completing a Personal Learning Plan and have access to suitable learning opportunities using a variety of methods.
- .. Ensure that people involved in the learning provision are suitably qualified (that is, have attained or are actively working towards, the relevant role specific module(s)) and effective.
- .. With the County Training Manager maintain a high quality of learning provision in the County.
- .. Recommendation of Wood Badges within their area of responsibility
- .. Provide appropriate training opportunities locally for Training Team personnel.