

23rd May 2003

## Job Description Local Training Manager

**Title:** Local Training Manager

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

**Responsible for:** Training Advisers.

**Responsible to:** Assistant County Training Manager.

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

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

### Main tasks

- .. Appoint and act as line manager of Training Advisers in area of responsibility.
- .. 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 have access to suitable learning opportunities using a variety of methods.
- .. Produce and regularly update the training needs analysis for their area of responsibility.
- .. Liaise with other LTMs and ACTMs to specify County training course requirements.
- .. Liaise with District Appointment sub-Committees to receive notification of new appointments and ensure that these people are assigned to a suitable Training Adviser
- .. Liaise with District Commissioners to identify potential Training Advisers and additional District training requirements
- .. Ensure that people involved in the local learning provision are suitably qualified (that is, have attained or are actively working towards, the relevant role specific module(s)) and effective.
- .. Recommendation of Wood Badges within their responsibility to ACTM.
- .. Provide appropriate training opportunities locally.

## Person Specification

### PERSONAL QUALITIES:

- Organised
- Approachable
- Team player
- Respected

### ABILITIES:

- People management
- Training needs identification
- Planning
- Communication
- Motivation
- Recruitment
- Willing to travel

### EXPERIENCE:

- 5 years Scouting as adult
- Scout training knowledge
- Learning provision (an advantage)

### QUALIFICATIONS:

Wood badge