



# How to start a Scout Active Support Unit

Scout Active Support is a way that adults can provide support to local scouting in a flexible way that suits them.

A Scout Active Support Unit is a resource for Group Scout Leaders, District Commissioners and County Commissioners to develop scouting. It is their decision to start a Scout Active Support Unit in agreement with the relevant Executive Committee, in response to a particular area of scouting they wish to develop such as climbing activities, group support or adult recruitment etc.

## Step 1

A request is made to the relevant volunteer line manager (group scout leader or commissioner) to form a Scout Active Support Unit to support a specific area of scouting.

## Step 2

The relevant volunteer line manager consults with their relevant Executive Committee to agree that a Scout Active Support Unit can be formed.

## Step 3

An individual is identified or recruited to be the Scout Active Support Manager and they complete the relevant adult appointments and welcome process. More details on the role of the Scout Active Support Manager can be found below.

## Step 4

The Scout Active Support Manager recruits the Scout Active Support members and ensures they complete the relevant adult appointments and welcome process (more information our application pack can be found at: <https://southlondonscouts.org.uk/welcome-our-members-area/welcome-scouting/our-adult-appointment-process>)

## Step 5

Ultimately, the relevant volunteer line manager is responsible for ensuring that the Unit management team for the Scout Active Support Unit is in place. The relevant volunteer line manager may fulfil this role, or nominate another person to undertake this (depending on the local management structures in Place).

In partnership with the line manager, the Scout Active Support Manager writes a service agreement. A service agreement is a document that contains details about how the Scout Active Support Unit will support local scouting.

## Step 6

Liaise and agree with the relevant Executive Committee about whether the Unit will hold their own bank account. The relevant Treasurer (group, district or county) must be a signatory on the Unit account along with the Unit Manager or nominee. These finances will belong to and form part of the group, district or county accounts.

## Step 7

If required, the Scout Active Support Manager may appoint one or more Scout Active Support Coordinators. This role is an optional appointment to assist with the management and running of the Unit.

The Coordinators may be appointed to fulfil specific functions, for example ensuring membership details are kept up to date, or could be a more general provider of support to the Scout Active Support Manager.



# Scout Active Support Manager

## Outline:

The Scout Active Support Manager is responsible for the management, leadership and day to day running of a particular Scout Active Support Unit.

The Scout Active Support Manager is part of the Group Leaders' Meeting or the District/County Team (as appropriate) so that the work of the Scout Active Support Unit is directly linked into the local scouting structure.

**Responsible for:** Scout Active Support Coordinator, Scout Active Support Members

**Responsible to:** the relevant volunteer line manager (Group Scout Leader or Commissioner)

**Main contacts:** Scout Active Support Coordinator(s) (if appointed), Scout Active Support members, other Scout Active Support Managers, Local Training Manager, External bodies

**Appointment requirements:** To understand and accept the Scout Association's policies, have a satisfactory DBS, completion of a Manager & Supporter Wood Badge

## Tasks and responsibilities:

- Take an active role in the unit.
- Write the Unit's Service Agreement in partnership with relevant volunteer line manager after consultation with the unit members.
- Ensure that Scout Active Support Unit is meeting the needs of the area of scouting it supports in terms of the skills and support they collectively provide.
- Annually review the Service Agreement against what has been achieved. This should be done with Unit members and eventually with the relevant volunteer line manager.
- Maintain effective communication between Scout Active Support Unit and the District as written in the Service Agreement.
- Appointment any Scout Active Support Coordinator(s) as required, with the approval of the relevant volunteer line manager.
- Agree responsibilities with the Scout Active Support Coordinator(s) and ensure that Coordinator(s) effectively provide the required support.
- Ensure that all Scout Active Support Members have completed the adult appointment and welcome process and getting started training.
- Ensure that the Scout Active Support Unit is following POR relating to all financial matters.
- To promote the opportunities of Scout Active Support to external bodies outside the Association.
- To raise the awareness and promote the opportunities to join the Scout Active Support Unit externally and to all members of the district, both as a membership option and an additional membership option to benefit local scouting.
- Actively cooperate with District Executive Committee.
- Approve activities of the Scout Active Support Unit in accordance with POR.
- Work with your Training Adviser to complete your Manager & Supporter Wood Badge.