

# 04 Module Tools for the Job (Managers)

**Relevant to:**  
Supporters  
Managers

## Description

Some basic information on the responsibilities of the job, and practical help for making a start.

## This Means:

- understanding your responsibilities in providing effective management and support of adults in Scouting
- recognizing the main features of each Section
- identifying, and accessing The Scout Association's policies, guidance and rules
- carrying out the job within the procedures and policies of The Scout Association
- supporting the development of young people within Scouting.

## Questions

- Do you know what the key duties of the job are?
- Do you know what your responsibilities for the adults you manage or support are?
- Do you know what the key duties of the adults you manage or support are?
- Can you explain the main features of each Section? (for example: age, theme, groupings, decision making and planning processes etc.)
- Do you know where to find information on procedures, policies and rules?

## Delivery methods

- One to one
- Small group.

## To validate this module you will need to complete two of the following:

- 1 Create a list of those you manage or support, describing your principle duties, functions and responsibilities and your role in providing personal support and training. (OCN Unit C 1.2)
- 2 Outline the main features of each Section including the age range, theme, groupings of young people and the decision making and programme planning processes. (OCN Unit C 2.1)
- 3 Add to your job description to describe the things you actually do. (OCN Unit C 1.1)
- 4 List your top five priorities and develop a plan to put them into action.
- 5 Explain the function of The Scout Association's policy and guidance mechanisms and how to access information contained in POR, factsheets and HQ to an adult new to Scouting whom you manage or support. (OCN Unit C 3.1 and 3.2)
- 6 Any other ideas, subject to agreement with a Training Adviser.

## And:

Discuss your understanding of the job including principle duties, functions and responsibilities of your role with a Training Adviser.

## Open College Network

This module forms the whole of the OCN unit *Tools for the Job (Managers)*