

# COURSE ADMINISTRATOR (SASU COORDINATOR)

Make a difference for young people -  
Join the volunteer team in Greater Manchester East

Due to the success of adult training across Greater Manchester East we require one or two volunteers to help administer and coordinate training events for over 500 Scouting volunteers each year. We run courses nearly every week, with all bookings being made online and courses planned up to a year in advance. We are looking for someone good with online systems, organisation and administration. An additional role is available (but could be combined) focused on the venues, welcoming participants and supporting trainers during an event.

**Role purpose:** To support and develop Scouting across Greater Manchester East.

**Responsible to:** GME Wood Badge Scout Active Support Unit Manager

**Appointed by:** GME Wood Badge Scout Active Support Unit Manager via the County Appointments Advisory Committee.

**Responsibilities:**

- Manage online event bookings for courses including creation of event, pre & post-event emails, scheduling in the online calendar
- Manage the stock and order training resources as required
- Be responsible for taking course bookings by text/voicemail using the team's mobile phone
- Check appointment status of course attendees and contact local managers where not correct
- Update learners' personal learning plans to show learning completed after courses
- Book and confirm venues for training courses and events
- Attendance at operation team meetings

**The following responsibilities may form part of this role or may be separate role(s);**

- Opening and closing of training venue
- Welcoming and registering participants
- Managing event refreshments and support (for evening and day events)

**Time commitment:** Approximately 10 hours per month  
(Additional role: up to 5 evenings and 2 days per month)

**Skills; able to:**

- work in a timely manner
- use modern technology, especially email to carry out a range of tasks
- enthusiasm
- support a range of leaders

**Experience:** None



**GME Wood Badge  
Scout Active Support Unit**



**Requirements:** To understand and accept The Scout Association's policies, have a satisfactory personal enquiry (including CRB clearance) and completion of The Scout Association's adult training scheme module one, essential information.

**Applying:** To apply for this role please complete the application form and send to Anne Bishop at [gmelearning@gmail.com](mailto:gmelearning@gmail.com)

Applications and nominations are welcome from existing members and those outside of Scouting

For any further information or an informal chat please contact Anne Bishop on 07761 247947

Applications will be reviewed by the search group, in this case;

- Assistant County Commissioner (Support for Adults)
- GME Wood Badge Scout Active Support Unit Manager
- tbc

We may wish to meet candidates, talk with them on the phone or decide solely from the application submitted.

In line with our appointments procedure shortlisted applications may be reviewed by the County Appointments Advisory Committee, potentially including completing an Adult Application Form, an approval meeting, CRB clearance and references for suitability. Once all approvals have been sought the successful candidate will be confirmed. The appointment will be announced on completion of the pre provisional stage of the appointment. Unsuccessful candidates may not be informed till this point.