Process for recruiting a new National Active Support Unit Co-ordinator

The process outlined below is the recruitment process for appointing a new National Active Support Unit Co-ordinator. The aim is to ensure consistency, fairness, transparency and adherence to Policy, Organisation & Rules across all National Active Support Units.

The Unit Manager highlights a need for a member to be the Unit Co-ordinator. This could be to fulfil a specific task for an event / activity or longer term support such as responsibility for Unit finances or the administration of member records.

Need for a Unit Co-ordinator raised

The Unit Manager will inform the Volunteer Head of Active Support detailing the reasons the role is required and the responsibilities this role will have within the Unit.

Time to tell the Volunteer Head of Active Support

The Volunteer Head of Active Support will decide if the role will have line management responsibilities or not, and follow the appropriate process set out below.

With line management responsibilities | **Without line management responsibilities**

If the Co-ordinator role will have line management responsibilities, the HQ Appointments process will be followed. Guidance from the HQ Member Support Team must be sought from the outset.

HQ Appointment Process followed | ↓

The role must be advertised and an open and fair recruitment process followed by the Unit. The HQ Appointments Advisory Committee will require details of the process to be followed and the number of applicants shortlisted.

Role is openly advertised by the Unit | ↓

When a suitable volunteer has been found, the HQ Appointments Advisory Committee will consider the appointment and advise the UK Commissioner for Programme (Delivery) and Volunteer Head of Active Support to appoint or not to appoint the volunteer.

HQ AAC advises UK Commissioner for Programme (Delivery) and Volunteer Head of Active Support | ↓

The Volunteer Head of Active Support will approve or not approve the appointment of the volunteer to the Unit Co-ordinator role in writing, copying the communication to the UKHQ Member Support Team (adult.support@scouts.org.uk).

↓ | **Approval by the Volunteer Head of Scout Active Support**

Once the approval has been given, the UKHQ Member Support Team will then add the appointment onto the member's record on Compass. The UKHQ Member Support Team will also need to update the approval page on the member's Compass record to make the appointment full.

Role added to Compass | **Role added to Compass**

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