

**ROLE DESCRIPTION**  
**State Leader – Adult Recognition**

<b>Title</b>	State Leader – Adult Recognition
<b>Reports to</b>	Assistant Chief Commissioner – People & Culture
<b>Measurement</b>	Membership, Quality and Participation

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

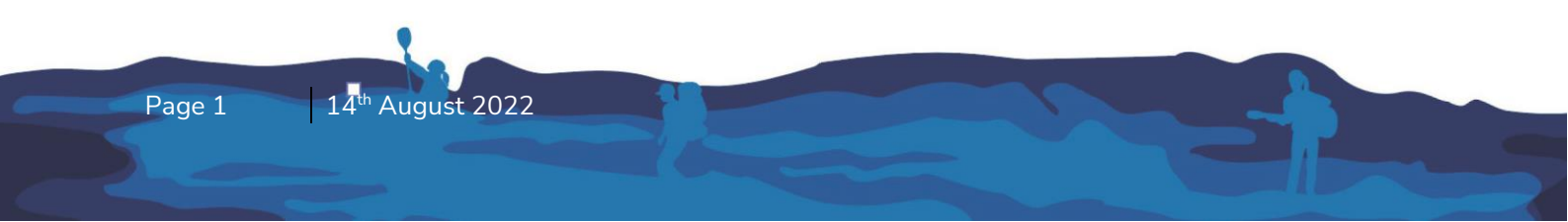
State Leader – Adult Recognition’s focus is to be the ‘go to person’ for all Adult Recognition, whether it’s our own recognition awards or local area awards. For our Adult Recognition Awards this role will be responsible for promoting these awards, chairing the committee, and supporting queries. Adult Recognition Awards are awarded to Adult Leaders, Young Adult Members (Rover Scouts) and other members and Supporters who have given valuable service to Scouts Australia over an extended period. Such Awards are granted for sustained commitment to the Association, both within and beyond designated role and responsibilities

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

## PRIMARY RESPONSIBILITIES

### 1. Promote Adult Recognition Awards

- Communicate timelines, application process and promote the call for nominations through Scouts Victoria’s communication channels (weekly newsletter (Be Informed) and social media)
- Liaise with team at Scouts Victoria to get the application system set-up.
- Communicate with RCs and SLT about appropriate award nominations.
- Follow up on any queries regarding these awards.
- Liaise with the National Awards Team to ensure our work is compliant with the national scheme, including approvals for higher level awards.



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2. Chair the Adult Recognition Awards committee
  - Using the National guidelines, assess each nomination for appropriateness.
  - Communicate with key stakeholders around award requirements, queries and concerns. Also communicate with Scouts Victoria Staff re: Woodbadge requirements.
  - To provide feedback to unsuccessful nominations
  - To continuously improve the nomination process including consistency of standards and criteria
3. Manage the yearly award ceremony and all associated aspects, in conjunction with the staff in Member Services. Including managing a volunteer team to assist in preparation and award ceremony
4. Support Leaders with:
  - Advice on completing written nominations
  - Education around awards and processes
5. As needed, promoting and assisting Regions Commissioner and Districts Commissioner with nominations for local recognition awards (such as through Local Councils/Shires volunteering program awards).

**ATTITUDE, SKILLS and KNOWLEDGE REQUIRED**

**Attitude**

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Be inclusive in leadership style encouraging their teams to excel
3. Be respectful of all their team accepting individual differences as a resource
4. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles

**Skills**

1. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
2. Have planning, monitoring and delegation skills
3. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
4. Maintain confidentiality





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5. Understand and demonstrate the role and responsibilities of State Leader – Adult Recognition and have a commitment to that role

**Knowledge**

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
  - i. be prepared to attain Certificate of Proficiency within 12 months
  - ii. complete Certificate of Advanced Adult Leadership within 2 years

