



## SCOUTS AUSTRALIA (VICTORIAN BRANCH)

### ROLE DESCRIPTION ASSISTANT STATE COMMISSIONER – SCOUTS

<b>Title</b>	Assistant State Commissioner – Scouts
<b>Reports to</b>	State Commissioner – Scouts
<b>Measurement</b>	Membership, Participation and Quality

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.

The Assistant State Commissioner Scouts will share in the Chief Commissioner's leadership focus and will assist in leading the State Scout Council. This Council is empowered to support the program of Scouting which is delivered by Groups in sections.

#### State Scout Council

The Assistant State Commissioner - Scouts will assist in leading the State Scout Council, a team of volunteers representing the Scout section within Regions and will include assisting in leading Scout Commissioners – Regions and representatives as deemed appropriate.

The State Scout Council is responsible for:

- Appointing Team Leaders who will run the various Major Events for the section
- Liaising with the various Adventurous and other Activity teams to ensure current knowledge of the award scheme requirements
- Providing assistance to the State Development Team and National Training Team (Vic) when required.

#### PRIMARY RESPONSIBILITIES

##### 1. Within the Section

Assist in ensuring the Scout Commissioners – Regions work through the District Leader – Scouts to

- Monitor, track and respond with direct support
- Provide proactive early intervention
- Understand and know what is happening at Troop level

##### 2. Quality program delivery

- Assist in ensuring that Scouts are provided a quality program to engage them and meet their developmental needs which entices full participation.
- Actively support and encourage the State Scout Council's goal of at least six Troop Councils per year in every Scout Troop in Victoria.

##### 3. Award Scheme

Encourage participation in the Scout Award Scheme with the target of increasing the percentage of youth who achieve each level of the award scheme, including the Scout Medallion.





#### 4. **Facilitation**

- Encourage a process through the Regions and Districts to the Scout Troops that is proactive support that will enable all leaders to deliver the program. Support will be open, honest and timely
- Attend regular meetings of the State Scout Council
- Provide specific support to the Scout section in Country Victoria via such things as remote Scout Leader support materials, support training of country leaders and regular attendance at country Region conferences and scout events
- Co-ordination of State-wide Scout Leadership course timetable
- Drive change to ensure relevancy for both the operation of the State Scout Council and the Scout section activities within Victoria

#### 5. **Membership**

- Be a member and regular attendee of the State Scout Council
- Represent the Scout section on the State Program Delivery and Support Team when needed
- Provide expertise for the State Retention Strategy to make program delivery easier

#### 6. **Coaching/Mentoring**

Mentor members of the State Scout Council and facilitate their training for the role

#### 7. **Communication**

- Convey the Scout section and their activities to the wider Scouting community
- Work collaboratively with the State Leadership Team
- Liaise with other members of the State Program Delivery and Support Team to ensure that all youth members have the opportunity to seamlessly move through the sections and to fully engage in the program
- Be a delegate for the State Commissioner Scouts when needed
- Liaise with the Assistant Chief Commissioner – Youth on relevant youth issues

#### 8. Other duties as required by the Chief Commissioner Scouts Victoria

### ATTITUDES 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. Have a commitment towards the importance of activities and the 'out' in Scouting
3. Be inclusive in leadership style encouraging their teams to excel
4. Be respectful of all their team accepting individual differences as a resource

#### **Skills**

1. Be able to lead, communicate with and motivate adult leaders and work harmoniously to grow the program
2. Demonstrate planning and delegation skills
3. Demonstrated risk management, work health safety (WHS), and ScoutSafe skills
4. Demonstrated administration skills.





## Knowledge

1. Have a sound knowledge and strong commitment to the purpose and fundamentals of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organizations.
2. Understand and demonstrate the role and responsibilities of this Assistant State Commissioner – Scouts role and a commitment to that role
3. Hold a Wood Badge
4. Have completed advanced training in the Scout section
5. Have completed Personal Leader Adviser training
6. Have completed Leader of Adults training or
  - i. complete Leader of Adults basic training within twelve months of appointment and
  - ii. complete the Leader of Adult advanced training within two years of appointment

