



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION: STATE COMMISSIONER – VOCATIONAL EDUCATION AND TRAINING

Title	State Commissioner – Vocational Education and Training
Reports to	Assistant Chief Commissioner – Personnel
Measurement	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.

The State Commissioner – Vocational Education and Training (VET) will share in the Chief Commissioner's leadership to proactively introduce best practice policies, procedures, protocols and practices to support the volunteer adults in the Movement so that they have role clarity in undertaking their duties in a safe and supportive environment.

PRIMARY RESPONSIBILITIES

1. Compliance and quality improvement (VET documentation in accordance with SAIT RTO standards)
2. Facilitate continuous improvement process
3. Monitor of student compliance and successful completion of programs (Cert II, III, IV and Diploma)
4. Undertake recognition of prior/current competence in conjunction with State Commissioner - Adult Training and Development and State Commissioner - Adventurous Activities
5. Work with State Commissioner – Adult Training and Development and State Commissioner - Adventurous Activities to provide support to trainees and assessors
6. Be a member of the Adults in Scouting committee





ATTITUDES, SKILLS AND KNOWLEDGE REQUIRED FOR THE JOB

Attitude

1. Enthusiasm and strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Be committed to team success and help grow the commitment of others
3. Be supportive and encourage team members to support each other

Skills

1. Demonstrate and understand the role and responsibilities of Leaders in Scouting
2. Ability to lead, communicate with and motivate adults and work harmoniously with them to grow the program
3. Be able to motivate, build, lead and chair teams among both youth and adults.
4. Demonstrate planning and delegation skills
5. Demonstrate mediation skills and ability to carry out investigations, write reports and make recommendations

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 organization
2. Hold a Wood Badge
3. Have completed Advanced Leader of Adult training or be prepared to complete Leader of Adult Basic training within 12 months and Advanced LOA training within 2 years of appointment
4. Hold TAE40110-Cert IV in Training and Assessment or higher
5. Competence in compliance and quality improvement (VET)

