



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

ASSISTANT STATE COMMISSIONER – NEW PROGRAM IMPLEMENTATION (Scheduling)

Title	Assistant State Commissioner – New Program Implementation (Scheduling)
Reports to	State Commissioner – New Program Implementation
Direct Reports	None
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.

Scouts Australia is undertaking a review of its Youth Program (Youth Program Review - YPR), to ensure the program is fun, challenging, adventurous and inclusive, based on the fundamentals of Scouting and designed to meet the needs of young people in 21st century Australia. The successful deployment and implementation of the new Scout Youth Program in Victoria pivots on successfully supporting all aspects of the organisation through the change implementation.

This role is accountable for managing a unified schedule across all Victorian projects relating to the implementation of a new Scouting youth program in Victoria, and providing visibility of progress and slippages on these projects, as well as maintaining the Risk, Actions, Issue and Dependencies (RAID) register. The holder of this role is a member of the Victorian Youth Program Review Coordinating Team.

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

- Assist to develop a plan for the YPR implementation across Victoria that informs and supports the membership, develops capacity, delivers resources and grows Scouting
- Assist the State Commissioner to manage the day-to-day operations of the Victorian YPR Coordinating Team
- Maintain the overall project schedule for the new program implementation, including providing information on current progress and slippages to the Vic YPR Coordinating Team and board
- Maintain the Risk, Actions, Issue and Dependencies (RAID) register
- Assist in the development of appropriate and coordinated Project Plans to be presented to the Victorian YPR Change Programme Board
- Assist in the implementation of Project Plans by the respective Project Teams
- Provide assistance and advice to Project Managers and Project Teams
- Step-in as required on projects that are behind schedule or over budget
- Other duties as requested by the SC - New Program Implementation

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

1. Attitude

- Enthusiasm with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
- Enthusiasm, positivity and resilience
- Be inclusive in leadership style encouraging teams to excel
- Be respectful of all their team members accepting individual differences as a resource

2. Skills

- Experience with project management tools (such as Microsoft Project or similar)
- Identification and management of project and program risks
- Clear understanding of vision, purpose, new program concepts and YPR direction
- Ability to communicate with and motivate youth and adults
- Understanding of change management
- Planning and delegation skills
- Mentoring/coaching and team development skills
- Understanding of the role and responsibilities of an Assistant State Commissioner and a commitment to the role





3. Knowledge

- Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organisations
- Have completed Leader of Adult training advanced or
 - be willing to complete Leader of Adults basic training within 12 months of appointment and
 - complete the Leader of Adult advanced training within two years of appointment.

