



## SCOUTS AUSTRALIA (VICTORIAN BRANCH)

### ROLE DESCRIPTION STATE COMMISSIONER - HERITAGE

Title	State Commissioner - Heritage
Reports to	Assistant Chief Commissioner – Program
Direct Reports	None
Measurement	Membership, Quality, Delivery, 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 – Heritage is responsible for the operation of the Scouts Victoria Heritage Centre and its supporting volunteers.

Scouts Victoria has operated in various forms for more than 110 years and has an impressive collection of memorabilia and records. The Scouts Victoria Heritage Centre is responsible for the curation & management of this collection. Its activities are to support the delivery of the youth program through history and relevant content concurrently sharing our history with the community.

This role is responsible to operate the Scout Heritage Centre and lead the team of dedicated volunteers to meet its purpose.

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

- Support our Program Delivery (Joeys, Cubs, Scouts, Venturers & Rovers) with materials and activities linked to the operation of the overall Heritage space of Scouts Victoria.
- Establish and implement a modern management plan for the Scout Heritage Centre and its collection leading its volunteers.
- Establish the creation of meaningful interactive programs designed to support youth program delivery such as historical learning opportunities linking Scouting with events of historical significance.
- Develop and open exhibitions for the community sharing our history through display of memorabilia and other materials.
- Collaborate with relevant stakeholders to promote the operation of the Scouts Victoria Heritage Centre encouraging additional visitors including youth and recruitment of





volunteers.

- Manage the operational functions of the Scout Heritage Centre and its collection including (but not limited to) curation, archiving, weeding, cataloguing and maintenance.

## ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

### 1. Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in delivering the program
- Enthusiasm and commitment towards the importance of activities and the out in Scouting
- Be inclusive in Leadership style encouraging teams to excel

### 2. Skills

- Be able to lead, communicate with and motivate adult Leaders and volunteers
- Demonstrate planning and delegation skills
- Demonstrate risk management, work health and safety (WHS) and ScoutSafe skills
- Maintain confidentiality with sensitive and personal information
- Development and identification of relevant grants and funding opportunities.
- Ability to design engaging and relevant programs delivered by the Scouts Victoria Heritage Centre for youth members.

### 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 organizations
- Knowledge of archival practices and maintenance of archived materials and memorabilia within the collection
- Hold a Woodbadge
- 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

