



ROLE DESCRIPTION

State Commissioner – Internal Communications

Title	State Commissioner – Internal Communications
Reports to	Chief Commissioner
Direct Reports	None
Key Stakeholder	Scouts Victoria – Marketing & Communications Manager
Support Team	Marketing & Communications Team
Measurement	Membership, Engagement, and Participation

This is a voluntary position.

Scouts Victoria is a Child Safe organisation and is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect. Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (the World Organization of the Scout Movement).

The State Commissioner – Internal Communications will share in the Chief Commissioner’s leadership focus and is responsible for overseeing all internal communications for Scouts Victoria.

Working with the Marketing team and internal stakeholders, the State Commissioner - Internal Communications provides support to the Marketing team and assistance with the planning and implementation of communication that supports and promotes the members of Scouts Victoria. The State Commissioner - Internal Communications will play a key role with our membership to support the implementation of the Scouts Victoria Strategic Plan. In addition, the role will assist the Marketing team in the management and administration of day to day tasks providing specialist support as required.

PRIMARY RESPONSIBILITIES

- Liaise with the team for Major Events to assist in the marketing and recruitment for events such as Kangaroo, Cuboree and Jamboree to internal audience
- Oversee internal communications – such as Australian Scout magazine, Electronic Direct Mail and Be Informed



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- Oversee targeted internal communications to specific roles within Scouting such as Section Leaders, Joey Scout Leaders, District Commissioners, Youth Members etc
- Managing or executing scripting for videos and state events – such as ARAP and other promotional videos.
- Managing youth and volunteer involvement at State events – such as ARAP
- Develop and maintain strong professional relationships with volunteer stakeholders at all levels of the organisation.
- Work closely with senior leadership and all internal clients to ensure our internal communications are aligned with the strategic plan.
- Support Marketing Manager as the key contact for internal communications.
- Liaise with the Emergency Management Team and the Chief Commissioner for all crisis communication.

Membership

- Be a member of the Marketing team

Finance

- Provide and manage a budget

Coaching/Mentoring

- Develop a team of people who can assist with internal communication and marketing plans.

Communication

- Work collaboratively with the State Leadership Team
- Liaise with counterparts in other States and relevant National Commissioner for standards, guidance and expertise
- Other duties as required by the Chief Commissioner Scouts Victoria

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. 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
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting



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Skills

1. Personal knowledge of and active experience in organisational communications
2. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
3. Have planning and delegation skills
4. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills
5. Maintain confidentiality

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. Understand and demonstrate the role and responsibilities of a State Commissioner and have a commitment to that role
3. Have completed Advanced Leader of Adults training, or be willing to complete Basic LoA training within twelve months and Advanced LoA training within two years of appointment.

