



**ROLE DESCRIPTION**

Assistant State Commissioner – Adult Training and Development

<b>Title</b>	Assistant State Commissioner – Adult Training and Development
<b>Reports to</b>	State Commissioner – Adult Training and Development
<b>Accountable to</b>	Members of the National Training Team in Victoria; Assistant Region Commissioners – Adult Support (ARC-AS); District Leaders Adults Training and Support (DLATS); Manager - Membership, Training and Program; State Commissioners – Sections; State Commissioner – Adventurous Activities; State Commissioner – OAS Leader Support.
<b>Direct Reports</b>	None
<b>Measurement</b>	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 Assistant State Commissioner – Adult Training and Development will share responsibility for ensuring our Adult Members and Supporters are trained and equipped to deliver scouting in line with the policies of The Scout Association of Australia and Scouts Victoria.

The Assistant State Commissioner – Adult Training and Development is a member of the State Training Leadership team; driving quality training in Victoria through a positive and proactive leadership approach. We will be at the forefront of positive change in Scouting.

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).

**National Training Team - Victoria**

This role shares in the State Commissioner’s leadership of members of the National Training Team in Scouts Victoria to support the delivery of training that is effective and relevant to Leaders: in line with adult learning principles, the latest curriculum and contemporary program delivery approaches.



## ROLE DESCRIPTION

Assistant State Commissioner – Adult Training and Development

### PRIMARY RESPONSIBILITIES

The role may be completed by one preferred candidate or by negotiation as part of a shared job arrangement (i.e. multiple Assistant State Commissioners sharing a job description). All applicants should be prepared and qualified to deliver the 'general functions', and may have a preference/skillset for some or all of the 'specific functions' of the role.

#### General Functions

- Share with the State Commissioner in the team leadership of Victorian members of the National Training Team
- Share with the State Commissioner in the proactive support of local training mentors through the DLATS and ARC-AS roles
- Contribute to a Victorian State Team heading in the same direction, sharing in the Chief Commissioner's vision, and collaborating across traditional silos to deliver for our youth and adult members
- Contribute to a positive and dynamic State Training Leadership Team
- Drive a positive, outcomes-focussed and future-oriented training culture that delights our stakeholders
- Deliver projects: recruiting and standing up working groups as needed
- Deputise for the State Commissioner as needed
- Be a champion for elements of the program being rolled out including the full suite of Outdoor Adventure Skills

#### Specific functions

The following responsibilities could be delivered by a single person or as part of a shared job arrangement. The function of *quality course delivery and youth involvement* should be fulfilled by an experienced member of the National Training Team, or someone with relevant external experience and eligibility to be recommended to the National Training Team.

#### 1. Quality curriculum delivery and youth involvement

As the senior practice-lead for the delivery of training, drive the improvement of training in Victoria:

- Coach and mentor trainers to deliver better and more contemporary training
- Manage the rollout and communication of new course delivery formats that provide choice and better meet the diverse needs of today's trainees
- Support the State Commissioner in managing and implementing changes to the curriculum, bringing the whole team along to deliver consistent quality together



**ROLE DESCRIPTION**

Assistant State Commissioner – Adult Training and Development

- Support the State Commissioner in contributing to development of curriculum through the National Training Committee and its working groups
- Lead the process and culture of youth involvement in AT&D
- Be a champion and mentor for fun and practical training
- Manage the process of identifying, developing, recommending, reviewing and re-assigning members of the National Training Team in Victoria

**2. On the Job learning and quality training support**

Make our trainees empowered and supported in their training pathway:

- Provide proactive and timely support to DLATS and ARC-AS roles
- Reshape training support around the delivery of meaningful On The Job training with consistently high quality local mentorship
- Improve and streamline training processes to deliver a seamless and empowering end-to-end experience for trainees while maintaining exemplary training outcomes
- Develop warm and responsive relationships with District, Region and State Commissioners so that we can work through training support issues together
- Work with District Commissioners to recruit and induct people to the DLATS role, making sure that DLATSs are valued and supported members of the training community
- Provide professional development to training supporters to ensure that they are confident and equipped with the skills and current information to support trainees
- Serve as an available training mentor and Personal Leader Advisor to members of the State Team

**3. Portfolio management and making it happen**

Contribute to the effective operation of the uniformed training department:

- Boost the contemporary communications presence of AT&D to support AT&D as a trusted and valued service provider to local Scouting
- Manage the training calendar with the leads of each course type
- Commission and analyse data to provide practical insight to the State Training Leadership Team for a management response on AT&D's areas of greatest impact and areas for improvement (e.g. course quality, practical capabilities of trainees post-course, areas with slow-to-train leaders, etc.)
- Organise conferences, workshops and professional development opportunities
- Conduct events, briefings and celebrations that support the engagement of our full training community
- Act as a champion for trainees in the improvement of our processes and resources





## ROLE DESCRIPTION

Assistant State Commissioner – Adult Training and Development

- Act as a trusted advisor on AT&D matters to State and Region Commissioners, supporting them to identify local training needs for response through targeted scheduling/location of courses or bespoke packaging of training activities (including working across the organisation to deploy non-AT&D products such as LeaderBuild, diversity and inclusion, etc.)
- 

## ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

### Attitude

1. **Be a passionate learner** with a demonstrated curiosity and currency in the changing program
2. **Value diversity** in its many forms and use it to build the strength of teams
3. **Walk the talk on delivering customer service excellence**, understanding that local Scouting is what we're here to support
4. **Believe in the power of youth involvement** in training to enrich the experience of trainees and youth.
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

### Skills

1. **Have a track record of building positive and inclusive teams** in Scouting or externally, with a focus on managing through change
2. **Be a 'zen master'**, bringing a sense of calm to an environment of complexity, change and diverse perspectives
3. **Have task and people management skills** to deliver a complex work program with support, but with minimal supervision, from the State Commissioner
4. **Be able to coach and mentor** team members in a way that is empowering to them while also meeting performance standards, including having courageous conversations
5. Have proficiency, or an active willingness to gain **proficiency, in technology** to manage remote teams, deliver digital professional development and seek input through online workshop formats.
6. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
7. Demonstrate confidentiality





ROLE DESCRIPTION

Assistant State Commissioner – Adult Training and Development

**Knowledge**

1. Have an understanding of Scout training requirements.
2. 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
3. Have an understanding of different program delivery contexts in Victoria, including challenges and opportunities in **rural and regional Victoria**
4. Understand and demonstrate the role and responsibilities of ASC – AT&D and have a commitment to that role
5. Have **completed Scouting Leadership** (formerly Advanced Training) Leader of Adults training, or be willing to complete Scouting Management (formerly Basic Training) LoA training within twelve months and Scouting Leadership LoA training within two years of appointment.

