



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

Assistant Region Commissioner – Adult Support

Title	Assistant Region Commissioner – Adult Support
Reports to	Region Commissioner
Direct Reports	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.

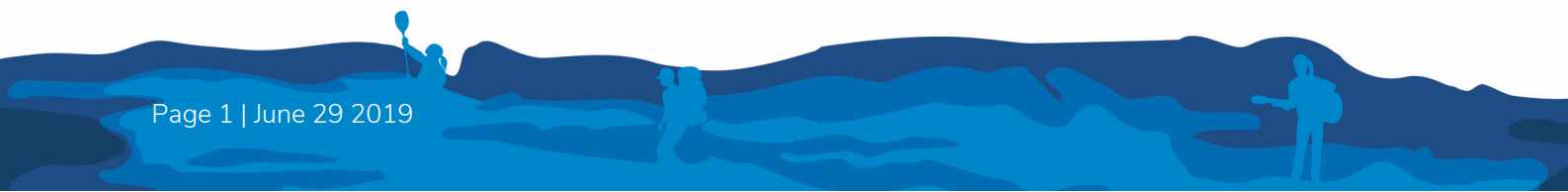
The ARC-Adult Support, along with the ARC-Devt, RC, DCs and a network of program specialists, supports Scouting in a Region with a particular focus on the quality of adult support.

The role reports to the Region Commissioner, and is also supported by the Assistant Chief Commissioner Personnel and the Adults in Scouting Committee.

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

1. Support the Region Commissioner in the recruitment, selection, induction and support of senior volunteers in the Region.
2. Support District Commissioners, District Leaders Adult Training & Support and District Personnel Committees in fulfilling the human resources functions of Districts.
3. Convene gatherings and provide other networks as needed to ensure that District Leaders Adult Training and Support have peer support.
4. Induct senior volunteers in the effective use of Extranet as a management tool.
5. Provide a source of advice and support in using the disputes policy, drawing on State resources where needed and providing early mediation.
6. Lead the adult support component of major change projects in the Region such as the rollout of the program and the development of child safety leadership capability.
7. Scan the Region for capability gaps, strengths, vacant roles, and opportunities to share expertise, feeding this insight into Region priority-setting.
8. Develop and deliver people-related initiatives to support the delivery of District Development Plans and Region priorities in order to promote growth.
9. Contribute as a senior leader of the Region and State to a positive and outcomes focussed management culture that delivers for young people.
10. Liaise proactively with the State Commissioners for sections and the Section Commissioner-Regions to ensure a coordinate and joined up approach to recruitment and selection of program specialists in the Region.
11. Be a champion and deliver practical initiatives for diversity and inclusion in the Region, drawing on State resources as needed.
12. Be a champion for recognition of volunteer service and achievement, including through the formal Adult Recognition Award framework.



13. Share in identifying volunteer pathways for older Rovers as they transition out of the youth program.
14. Alongside the Region Commissioner and ARC-Development, represent Scouting in the Region's broader community with a particular focus on identifying sources of expertise and support.
15. Make recommendations to the Region Commissioner on Region appointments to the State Council.
16. Act as a leader in charge for a District for a limited period as needed.
17. Deputise for the Region Commissioner as needed.
18. Provide additional support to the Region Commissioner as needed.
19. Appropriately escalates and reports all matters involving Child Safety as per Scouts Victoria procedures and practices.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles.
2. Be outcomes-focussed, with a strong emphasis on getting a good result for members within the organisation's frameworks.
3. Commitment to contemporary program delivery through youth leading with adult support.
4. Commitment and delivery to maintain a professional and balanced approach in all interactions with members.
5. Recognise that management of conflict and behaviour in a volunteer and parent environment can be complex and require different approaches dependent on circumstance.
6. A strong commitment to the safety of children, upholding the values of the Child Protection Policy, Adult Code of Conduct and Child Safe Statement.

Skills

1. Be an effective relationship builder.
2. Be an effective leader, mentor and supporter of adults.
3. Ability to motivate and communicate effectively.
4. Ability to proactively identify and mediate conflict.
5. Ability to navigate and effectively use policies and processes.
6. Proficiency with computer systems.
7. Demonstrate risk management, work health safety (WHS), Child Safety and ScoutSafe skills.

Knowledge

1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement.
2. Have some exposure to contemporary professional human resources processes, or previous professional management experience.
3. Be prepared to maintain and update knowledge of Scouting program and processes:
 - a. have completed Leader of Adult advanced training or
 - b. be prepared to complete Leader of Adult basic training within 12 months
 - c. complete Leader of Adult advanced training within two years