

ROLE DESCRIPTION  
ASSISTANT STATE COMMISSIONER - HERITAGE

<b>Title</b>	Assistant State Commissioner - Heritage
<b>Reports to</b>	State Commissioner – Heritage
<b>Direct Reports</b>	None
<b>Measurement</b>	Membership, Quality, Delivery, and Participation.

This is a voluntary position.

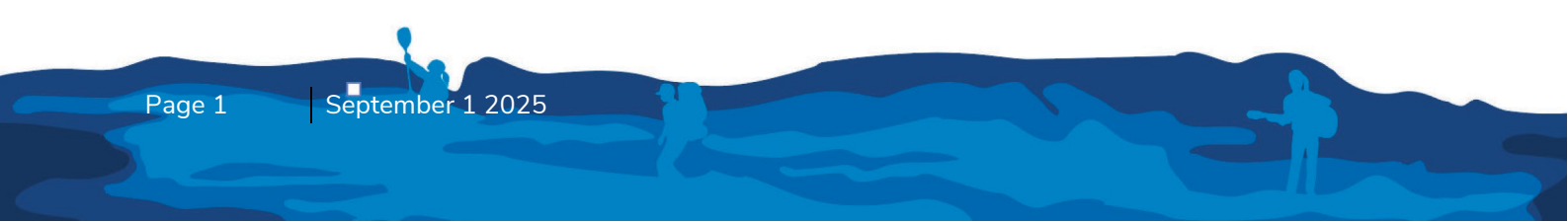
Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The Assistant State Commissioner – Heritage focus is on the program experience and delivery of the Scouts Victoria Heritage Centre. Scouts Victoria Heritage Centre is designed to be an Activity Centre for youth members to experience an interactive, interpretative and educational environment linked to the youth program. They will also assist the State Commissioner – Heritage as required.

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 our Program Delivery (Joeys, Cubs, Scouts, Venturers & Rovers) with materials and activities linked to the operation of the overall Heritage space of Scouts Victoria.
2. The ongoing establishment and creation of meaningful, interactive and interpretative programs designed to support youth program delivery (in both metro and country regions) such as historical learning opportunities linking Scouting with events of historical significance.
3. The development of exhibitions for the community (of Groups, Formations and some other Organisations) sharing our history through display of memorabilia and other materials.
4. Manage the Term Program schedule including communications with various Groups and ensuring there are enough Heritage Team members to make the visits and other outreach events a success.
5. Ongoing upskilling and education of Heritage Team members so that they are confident to conduct visits. This includes ensuring all the Heritage Team members are up-to-date with the latest operations at the centre, as well as their mandatory online modules.
6. Collaborate with relevant stakeholders to promote Scouts Victoria Heritage Centre programs, thereby, encouraging more visitors and more displays/activities at other Scout Group/Formation events. This may also include assisting in the recruitment of volunteers (both youth and adults).



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7. Assist the State Commissioner – Heritage in a range of projects as required including filling in for the State Commissioner at essential meetings.

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 adhering to the Scout Promise and Law.
2. Demonstrate that youth are at the centre of everything we do with a youth focussed approach. Appropriate support and role model behaviour is paramount in everything we do.
3. Have a commitment towards the importance of activities and the 'out' in Scouting.
4. Be inclusive in leadership style encouraging their teams to excel.
5. Be respectful of all their team accepting individual differences as a resource.
6. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting.
7. Be prepared to delegate and share leadership and foster the development of other adults.

**Skills**

1. Be able to motivate, lead and communicate with adult leaders and volunteers.
2. Work harmoniously to grow and design relevant programs to be delivered by the team for youth members.
3. Have planning, monitoring and delegation skills.
4. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment.
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 State Commissioner - Heritage and have a commitment to that role.
3. Have commitment to develop strategies to achieve on more youth involvement and genuine youth leadership into Scout Heritage Victoria.
4. Have commitment to understanding new policies and procedures as they arise.
5. Have an interest in and/or be prepared to develop further knowledge of the History of Scouting in Victoria.
6. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
  - i. be prepared to attain Certificate of Proficiency within 12 months
  - ii. complete Certificate of Advanced Adult Leadership within 2 years.

