



The Scout Association of Australia

Level 1, Scouts Australia House, 8 Help Street, CHATSWOOD NSW 2067

Phone: 02 9413 1133, Email: scouts@scouts.com.au

ABN 570 305 16857

POSITION DESCRIPTION

Scouts Australia is a child safe organisation with zero-tolerance for any harm, abuse or neglect. We value the diversity of our members, including gender, sexuality, race, religion and ability.

Job Title	Executive Assistant	Incumbent	
Reports to	National General Manager	Incumbent	Cathy Morcom
Team	Executive		
Position Location	Level 1, Scouts Australia House, 8 Help Street, Chatswood NSW 2067		
Direct Reports	NIL		
Relationships	National General Manager (NGM) National Support Team (NST)	Chief Commissioner of Australia (CCoA) Chairman National Executive Committee (Chair)	

Award & Level/Grade	Clerks _Private Sector Award 2010 Level 3	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term - Ends: _____	Normal Hours: 70 per fortnight
IFA Offered:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

GENERAL DESCRIPTION

Scouts Australia provides boys and girls aged 5 to 25 with fun and challenging opportunities to grow through adventure. With around 70,000 members, Scouts Australia is one of the largest youth development organisations in Australia. What makes us unique is our diverse range of activities that develop skills in young people such as leadership, teamwork, problem solving and communication from the age of 5 years old.

Scouts Australia, as a National Scout Organisation (NSO), is a member of the World Organisation of the Scout Movement.

The key function of this role is the provision of secretarial and administrative support to the National General Manager, National Executive Committee Chairman, and Chief Commissioner of Australia.

KEY RESPONSIBILITIES

The responsibilities of this role include, but are not limited to:

- Providing high quality secretarial support to the NGM, Chair, and CCoA including reports, screening telephone calls, mail, diary management and general correspondence.
- Manage all communication channels and determine priorities and action required to coordinate responses.
- Proof-read outgoing business documents and making necessary changes including formatting changes to ensure all documents are of a high quality.
- Coordinate travel and accommodation for the NGM, Chair, and CCoA including liaison with providers, bookings, itineraries, receipts, reconciliation & maintenance of related records.
- Preparing agendas for meetings, taking minutes during meetings and following up on actions.
- Preparing presentations for meetings including the creation of PowerPoint presentations.
- Ensure that the NGM, Chair, and CCoA are properly prepared for meetings/commitments and has all relevant documentation.
- Assist with ad hoc projects, conferences, catering and meetings.

DESIRABLE WORK EXPERIENCE REQUIREMENTS

Specialist Skills and Knowledge Required for Role

- Minimum 5 years' experience in a Personal Assistant or Executive Assistant position.
- Advanced in Microsoft Office skills, particularly Outlook.
- Excellent written and interpersonal skills.
- Experience within the scouting movement would be advantageous

Personal Skills

- Ability to act with discretion and maintain confidentiality
- Excellent time management and organisational skills
- Ability to provide high quality support within concurrent and conflicting priorities
- Ability to manage and respond to the needs of a diverse range of stakeholders
- Excellent communication skills, both verbal and written, with a diverse range of stakeholders
- Ability to work effectively as part of a team
- Ability to think creatively and innovatively
- Ability to develop and implement process improvements
- Ability to provide accurate and detailed information
- Ability to treat matters with appropriate sensitivity and confidentiality and to respect Privacy
- Highly self-motivated
- Ability to work under pressure and within tight timeframes

EDUCATION REQUIREMENTS

- Certificate IV in Business Administration or higher
- Completion of the modules contained within the *Scouting Training for Staff Members* Scouts Australia eLearning curriculum (or completion within 3 months of appointment)

INHERENT REQUIREMENTS

This position requires the staff member to:

- Spend extended periods of time sitting and using office equipment and computers
- Spend extended periods of time liaising with clients on the telephone and in person, in a clear and professional manner
- Be able to work occasional evenings and weekends as required
- Access filing cabinets on a regular basis (occasional bending is required)
- Adhere to the Scouts Australia Code of Ethics and Code of Conduct for Adults in Scouting
- Satisfactorily complete a National Police Records Check
- Hold a valid Working with Children Check for employees in the jurisdiction in which the position is located.
- Valid Australian full car driver's license

BUSINESS OBJECTIVE KEY PERFORMANCE INDICATORS

Growth	Youth Programme	People	Brand	Process
Leadership Governance Resources	Fun Challenging Adventurous Inclusive	Leadership Training Skills	Recognised Respected	Plan Do Review
<i>National meetings conducted in accordance with agreed timelines and budget.</i> <i>NGM, Chair, and CCoA achieve all GSAT criteria for which they are responsible on time.</i>	<i>Participate in at least one locally delivered youth program activity each year</i>	<i>Communication to NGM, Chair, and CCoA responded to within 48 hours of receipt</i>	<i>NGM, Chair, and CCoA are fully prepared, including appropriate attire, for all meetings</i>	<i>Project plans documented and reviewed quarterly</i>
Dimensions of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT)				
<i>Criteria within each Dimension applicable to this role are found in the GSAT Accountabilities and Responsibilities document</i>				
D02	D08	D06	D01	D07
D03			D04	D10
D09			D05	

BEHAVIOURAL KEY PERFORMANCE INDICATORS

Living by our Code of Ethics

Integrity

- Acting with honesty, truthfulness and fostering appropriate healthy professional relationships
- Recognising and fulfilling where possible, our obligations to our community
- Taking responsibility for our own actions and developing integrity in others
- Acting with impartiality, truthfulness and honesty

Respect

- Showing consideration to others, recognising each individual's uniqueness and diversity
- Minimising our impact on the environment and seeking to be good caretakers for future generations
- Committing to members well-being and on-going learning through the practice of positive influence, good judgement and empathy in practice

Courage

- Providing challenging, developmental opportunities to empower young people
- Being good role models in Scouting, demonstrating positive attitudes and willingness to live by the Scout Promise and Law
- Being fair and reasonable

I HAVE DISCUSSED WITH MY MANAGER THE REQUIREMENTS OF THE POSITION AND HAVE RECEIVED A COPY OF THIS POSITION DESCRIPTION

The statements contained in this position description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

..... Date:
Employee

..... Date:
National General Manager