



The Scout Association of Australia

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

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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	Adults Training and Development - Administrator	Incumbent	
Reports to	National General Manager	Incumbent	Cathy Morcom
Team	National Support Team		
Position Location	Level 1, Scouts Australia House, 8 Help Street, Chatswood NSW 2067		
Direct Reports	NIL		
Relationships	SAIT Compliance Manager National Commissioner Adult Training & Development Publications Manager Branch Adult Training & Development Commissioners National Support Team Branch Training Administration Staff		

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

GENERAL DESCRIPTION

Scouts Australia provides girls and boys aged between 5 and 26 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 in their formative years.

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 to provide administrative support to the Adult Training & Development and National Publications teams. The role is anticipated to have a 60:40 weighting towards Adult Training & Development with the understanding that this will vary to equalize peak work periods or otherwise to balance the workload.

KEY RESPONSIBILITIES

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

- **Adult Training & Development**
 - Under direction from the National Commissioner Adult Training & Development (NCATD) assist with all administrative tasks involving members of the National Training Team.
 - Support Branch Training staff in all aspects of the National Curriculum and in particular the recording of training processes associated with the Association's e-Learning system
 - Under direction from the NCATD coordinate all aspects of the National Training Committee (NTC) and National Adventurous Activities Committee (NAAC) meetings.
 - Act as first point of contact for all day-to-day dealings with the Association's e-Learning vendor
 - Provide administrative support to the NCATD on all items related to the incumbent's role.
 - Initiate and manage Projects pertaining to Adult Training & Development in agreement with the NCATD
 - Provide onsite administrative support to the Course for Potential Leader Trainers held biannually

- **National Publications**
 - Coordination of the production, review, and reporting on all national publications
 - Ensuring printed and online publications are free of errors and omissions prior to publication
 - Ensuring publications and resources are supplied as quality items at the most economical cost
 - Ensuring a complete set of master publications is maintained

- **Scout Shop Co-ordination**
 - Day to day liaison and oversight of the relationship with the Scout Shop contractor in line with contractual obligations
 - Ensure agreed due process is adhered to across product development, approval, quality, cost and delivery.
 - Co-ordinate communication and reporting as required.
 - Develop product promotions for Scout Shop in consultation with Branches and the National office.

DESIRABLE WORK EXPERIENCE REQUIREMENTS

Specialist Skills and Knowledge Required for Role

- Demonstrable experience in a Learning & Development environment utilising Learning Management Administration Software
- Minimum 2 years' experience in an administrative role
- Experience in providing Project support
- Advanced in a variety of word processing, database, and publishing software.
- Excellent interpersonal skills.
- Experience within the scouting movement would be advantageous

Personal Skills

- Ability to synthesise information and write detailed, consistent publications and resources
- 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 – a high attention to detail is a must
- 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 e-Learning 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
- 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.

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>Resources are free of errors and omissions prior to publication.</i>	<i>Participate in at least one locally delivered youth program activity each year</i>	<i>Administrative tasks related to the appointment, reappointment, ongoing communication, and retirement of National Training Team members occurs in a timely manner without error.</i> <i>Requests from Branch Training Commissioners and Branch Training staff are actioned within 24 hours</i>	<i>Resources are consistent with Scouts Australia style guide</i>	<i>Schedule of all AT&D and publications items for review maintained and actioned on time.</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



SCHEDULE 1

TASK LIST

Adult Training & Development

- Manage the appointment & reappointment process for the National Training Team in accordance with procedures approved by the NCATD
 - Conduct an initial review of all National Training Team appointment documentation and refer back to originator any deficiencies
 - Send appointment forms for new Training Team members to NCATD for approval
 - Upon approval of NCATD produce all relevant welcome documents, wood beads, and certificates for distribution via relevant Branch Training Commissioner
 - Manage appropriate ScoutCloud access for members of the National Training Team and advise Team Members of their access
 - Send reappointment forms for Training Team members to NCATD for approval
 - Maintain a database of members of the National Training Team
 - Advise NCATD of any Training Team Members whose appointment is not current within 4 weeks of appointment expiry.
- Develop and distribute biannual Training Newsletter under signature of the NCATD
- Prepare and send Induction kits for new Branch Training Commissioners and National Rover Training Officers under signature of NCATD
- In collaboration with the host Branch manage the agendas, flight arrangements, venue bookings, catering, and other requirements, including chargeback for flight bookings made on behalf of attendees, for NTC and NAAC meetings.
- Assisting Branch Training staff with ScoutCloud Training folders access, copy training milestones, Axe and log approvals, or other training matters
- Facilitate and organise the production, storage, and distribution to Branches of Wood Badges.
- Facilitate production and distribution of annual award recognition letters (both Scout and Civil awards), electronic Christmas cards, and other administrative tasks on behalf of the NCATD including updates to training curricula, policies, procedures, and maintenance of all training electronic platforms
- Ensure annual renewal of Copyright Agency Limited license and chargeback to Branches on a capitation basis.