



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	National & International Scouting Policy and Admin Support	Incumbent	
Reports to	National General Manager	Incumbent	Cathy Morcom
Team	National Support Team (NST)		
Position Location	Level 1, Scouts Australia House, 8 Help Street, Chatswood NSW 2067		
Direct Reports	Nil		
Relationships	National General Manager National Support Team World Scout Bureau (WSB) Asia Pacific Region (APR) National Scout Organisations	National Commissioner International Branch International Commissioners International Contingent Leaders National Coordinators	

Award & Level/Grade	Clerks Private Sector Award 2010	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 functions of this role are

- Primary point of contact for the World Scout Bureau, Asia Pacific Region Office, and other NSOs
- Continual development of the International Handbook and associated policies
- Continual development of the Policy for the Conduct of National Major Events
- Management and continual improvement of the OnLine Event Management System (OLEMS)

KEY RESPONSIBILITIES

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

- Administrative Support
 - Development and ongoing maintenance of Policies and Handbooks required for National Events and International Contingents
 - WOSM and APR international programs
 - Implementation of the International Team's communication strategy
 - Continual development of the *International Handbook* and associated policies as a set of control documents on behalf of the National Commissioner International
 - Continual development of the *Policy for the Conduct of National Major Events* as a control document on behalf of the National Commissioner Youth Program
 - Coordinate the International Team Conference
 - Provide advice to Brand team for inclusion on relevant digital and social media platforms.

- Research, Development, and Implementation
 - Management and continual improvement of the OnLine Event Management System (OLEMS)
 - Provide support in the research, development, and implementation of international program offerings

- Overseas Travel
 - Following documented NST procedures and policy contained in the International Handbook
 - Coordinate all necessary activities to ensure members are able to safely and actively participate in international events.
 - Coordinate the registration of Branch Friendship Tours and Service projects
 - Ensure the timely issue of *International Letters of Introduction* that meets WOSM standards and policy

- Budgeting
 - Following documented NST procedures and policy contained in the International Handbook support International Contingent Leaders and their team to develop budget and audit regime and implement financial systems to manage, track, and reconcile financial budgets.
 - Following documented NST procedures and policy contained in the Policy for the conduct of National Major Events support the Host Branch to develop budget and audit regime, implement financial systems, and report financial budgets

DESIRABLE WORK EXPERIENCE REQUIREMENTS

Specialist Skills and Knowledge Required for Role

- Experience in the development and maintenance of policies and handbooks
- Appropriate and relevant business experience in a membership-based, not for profit setting
- Experience with financial budgets and XERO® accounting software
- Experience in supporting conferences, domestic and international travel.
- Experience within the scouting movement would be advantageous

Personal Skills

- 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

- Completion of Year 12 or equivalent
- A relevant tertiary qualification in Business and Finance such as Certificate IV in Business Administration
- 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

OPERATIONAL KEY PERFORMANCE INDICATORS

Growth	Youth Programme	People	Brand	Process
<p>Leadership Governance Resources</p>	<p>Fun Challenging Adventurous Inclusive</p>	<p>Leadership Training Skills</p>	<p>Recognised Respected</p>	<p>Plan Do Review</p>
<p><i>International Team Communication Strategy delivered on time and on budget</i></p> <p><i>At least two grant opportunities for international participation identified annually</i></p>	<p><i>Participate in at least one locally delivered youth program activity each year</i></p>	<p><i>Contingent Leaders for international events and youth members at international and major events are resourced on time and on budget in accordance with NST procedures and policy.</i></p> <p><i>Insurance policies in place and reviewed prior to each event.</i></p>	<p><i>NSO correspondence with APR & WOSM actioned within 24 hours of receipt.</i></p>	<p><i>Budget and participant reports provided at least monthly to Contingent Leaders and NC International</i></p>
<p><i>Link to World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool</i></p>				
D02	D08	D06	D01	D07
D03			D04	D10
D09			D05	

BEHAVIOURAL EXPECTATIONS

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
