



SCOUTS AUSTRALIA

ROLE DESCRIPTION: NATIONAL COMMISSIONER – ADULT TRAINING & DEVELOPMENT

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| Role Title | National Commissioner – Adult Training & Development |
| Business Unit | National Team |
| Reports to | Chief Commissioner of Australia |
| Role Level | Uniform role, National Commissioner Rank, volunteer position. |

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

BUSINESS UNIT OBJECTIVE

To develop and lead the Adult Training & Development curriculum for Scouts Australia.

ROLE OBJECTIVE

Scouting is the largest non-formal educational youth organisation in the World with over 50 million members. In Australia, Scouting has a membership of approximately 70,000, of which circa 50,000 are youth members or young adults with the remainder being older adults supporting the delivery of the program.

Accordingly, The Scout Association of Australia is responsible for designing and operating a national curriculum for the training and development of Adults in all functions and at all levels. The curriculum, operating as a system, includes the acquisition and development of the knowledge and skills necessary for each function and the personal development of Adults. It is flexible and allows for previous experience and skills to be evaluated, and allows for the acquisition of additional skills and knowledge.

The Adult Training and Development (ATD) program is specially designed for Australian Adults in Scouting and Australian conditions. It complies with the objectives of the World Organisation of the Scout Movement (WOSM). This program includes the integration of the new Leader, basic, advanced and supplementary training and support for the duration of the appointment and other key non-uniformed roles.

The program offers a blend of both self-paced “e-learning” education and face-to-face training interventions which are sequentially positioned in the development of the Adult.

Some components of the ATD program are (also) offered to youth members and participation in the program may potentially lead to more formal qualifications through the Scout Australia Institute of Training, a Registered Training Organisation, operated by Scouts Australia (refer <https://scouts.com.au/members/training/qualifications/> for more specific details).

A National Team of Trainers, Assessors, Instructors and Branch appointed Guides and Personal Leader Advisers support the implementation and evaluation of the ATD program.

Reporting to the Chief Commissioner of Australia the National Commissioner for Adult Training & Development will work closely with National and Senior Branch members (including the Principal of SAIT) and employees to ensure:

- the integrity of the curriculum is maintained Nationally and that a plan is in place to assure its sustainability,
- regular benchmarking to WOSM standards for compliance purposes occurs,



- appropriate staffing is provided within Branches of Scouts Australia to meet the needs and demands of the Association,
- an appropriate continuous improvement framework is fostered, including the review of existing and development of new training material, Training Policies and resource materials and
- all administrative support processes and platforms are in place and fit for purpose.

At all times this position will demonstrate behaviours in accordance with Scouts Australia aim, principles and Association values and will adhere to the Adult Code of Ethics and Code of Conduct.

KEY STAKEHOLDERS

1. National Team Members, especially the National Commissioner for Youth Programs
2. National Operations and National Executive Committees
3. National Training Committee
4. SAIT Board of Management
5. Senior Branch Commissioner Teams
6. National Office employees, including the National General Manager

ROLE RESPONSIBILITIES

Delight Stakeholders

- Adopt a pro-active and flexible approach to stakeholders at all times

People Leadership

- Actively support and develop various subsidiary appointments and the ATD Administration Officer.
- Build the ATD story and ensure appropriate criteria, governance and structure is implemented and adhered to.
- Support the development of National Training Appointments.
- Lead the National Training Committee.
- Participate as an active member of the National Operations and National Executive Committees, and the SAIT Board of Management.
- Support the strategic direction of the National Adventurous Activities Committee.

Association Values and Culture

- At all times, demonstrating behaviours in accordance with the Associations Scout Method and Values, in particular:
 - Responsibility for oneself physically, intellectually, emotionally, socially and spiritually
 - Contributing to society
 - Being a strong role model for others
 - Protecting young people from harm or exploitation
 - Proactively caring for the environment in a sustainable way
 - Demonstrating respect and equity for others
 - Valuing the importance of technological innovation to benefit human society.

Strategy and Operational Management

- Deliver a quality curriculum that ensures ATD delivers relevant and first class adult (and where appropriate youth) education programs as defined by the needs of the Youth Program.
- Actively contribute to the broader Scouts Australia strategy.
- Attend National and International meetings / conferences as required.



Managing Relationships

- Proactively manage stakeholder relationships, especially the close affiliation with the National Commissioner for Youth Programs and the Principal of SAIT.
- Develop and support relevant Scouts Australia Branch Commissioner Teams aligned to ATD to ensure a strong level of understanding and a high standard of achievement.
- Take overall responsibility for the ATD offering.
- Develop and manage mutually beneficial partnerships with like-minded organisations, as applicable.

Process Improvement

- Drive a process of continuous improvement to ensure that ATD remains at the forefront of adult education in Scouting both locally and on a global Scouting basis.

Compliance and Procedures

- Comply with relevant internal processes, compliance and any legislative requirements.
- Coordinate and facilitate the development of policies and procedures to enable ATD delivery across Australia.
- Monitor and regularly report on the performance of ATD to the National Operations Committee.
- Maintain an ongoing governance structure that is relevant and timely to the needs of ATD.
- Identify areas of risk/potential issues/ problems and put plans in place to manage and control these to achieve workable solutions.

STRATEGIC RESPONSIBILITIES

| Growth Leadership Governance Resources | Youth Program Fun Challenging Adventurous Inclusive | People Leadership Training Skills | Brand Recognised Respected | Process Plan Do Review |
|---|---|--|--|--|
| Key Performance Measures | | | | |
| <i>Enable the growth in the membership of adults across Australia. Ensure sufficiently Resourced training programs to deliver the program. Appropriate policies that ensures consistency and a high standard of training delivery</i> | <i>Support the transition to the new youth program</i> | <i>Manage and develop the ATD Program to grow leadership capacities of Scouting in Australia</i> | <i>Deliver an ATD program that is recognised by the wider community as contemporary and meeting the needs of 21st century Australia.</i> | <i>Ensure that a continuous improvement framework exists to enhance the ATD offering</i> |
| Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia: | | | | |
| D02 | D08 | D06 | D01 | D07 |
| D03 | | | D04 | D10 |
| D09 | | | D05 | |



PERSONAL REQUIREMENTS

Behavioural Capabilities

- Outstanding communication and management skills.
- Highly developed skills in guiding, influencing and developing relationships of a diverse stakeholder base.
- Developing and using a network of internal and external relationships to help deliver the strategy.
- Clearly conveying information and ideas through a variety of media to individuals and groups in a manner that engages the audience and helps them understand and retain the message.

Knowledge/Qualifications/ Experience

- Minimum 5 years' Leader of Adults experience in Scouting with at least 2 years operating at a Senior Branch level.
- VET Sector experience is desirable.
- Management experience with at least 3-5 years leading others.
- Experience working with diverse groups of people to deliver results.
- Understanding of change management concepts, methodologies and practices.
- VET qualifications in Training & Assessment at Certificate IV or higher is desirable.
- Degree qualified (in a relevant discipline, i.e. Education, Training, HR, and Management) is desirable.
- Currently appointed as a Leader Trainer with 3 years' experience.

Technology Capabilities

- A sound understanding of the use of various technologies.