



SCOUTS AUSTRALIA - ROLE DESCRIPTION

NATIONAL COORDINATOR SISEP

Role title	National Coordinator Scouts International Student Exchange Program
Business unit	International Team
Reports to	International Commissioner of Australia
Role level	Uniform role, National Coordinator Rank, volunteer position
Appointment	The appointment is for a fixed term of up to 3 years.

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.

OBJECTIVE

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self-confident and responsible citizens.

This is achieved through an active, adventure based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

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 approximately 50,000 are youth members or young adults with the remainder being older adults supporting the delivery of the program.

ROLE OBJECTIVE

The primary purpose of the National Coordinator Scouts International Student Exchange Program (SISEP) is to manage all aspects of the program in Australia and in our partner National Scout Organizations overseas.



KEY STAKEHOLDERS

1. Scouts Australia International Team
2. National Coordinators SISEP
3. Branch Coordinators SISEP
4. State/Territory Accreditation Authorities

ROLE RESPONSIBILITIES

Delight Stakeholders

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

People Leadership

- Coordinate with Branch Coordinators SISEP and the National Coordinators SISEP in our partner NSOs to deliver the program in accordance with our legislated requirements.

Association Values and Culture

- At all times, demonstrate behaviours in accordance with the Associations Scout Method, Code of Ethics, Code of Conduct 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

- Manage the advertising of the program nationally.
- Fulfil the responsibilities of our Student Exchange Organisation Accreditation, including maintaining currency of NCCISSE Guidelines.
- Manage the selection of outbound youth members and the screening of host families for inbound youth members.
- Manage the preparation of youth members and arrange for all participants to receive their Student Safety Card prior to departure.
- Ensure appropriate health insurance (including OSHC) is arranged for all youth members.
- In cooperation with the National Support Team, arrange for flights and official merchandise to be issued for each participant.
- Maintain regular contact with all participants and host families.
- Ensure the completion and submission of all AASES forms to the relevant State/Territory authorities.
- Monitor the annual reciprocity requirements and notify relevant State/Territory authorities of any changes to the delivery of our program.

Managing Relationships

- Relate directly to the Branch International Commissioners on all matters involving SISEP.

Process Improvement

- Direct and facilitate ongoing review of the Scouts International Student Exchange Program.
- Look to expand the delivery of SISEP to additional countries.

Compliance and Procedures

- Prepare and manage the annual Australian International budget.
- Ensure that Australian International activities are evaluated and documented.
- Comply with relevant internal processes, compliance and any legislative requirements.
- Attend required National Meetings (including but not limited to):
 - Scouts Australia International Team Conference
 Some of these meetings are held virtually while others require face-to-face attendance

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 participation of SISEP.</i>	<i>Deliver SISEP.</i>	<i>Foster the development of volunteer coordinators in each Branch.</i>	<i>Ensure that Australia is well represented in SISEP.</i>	<i>Ensure the integrity of SISEP.</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:				
<i>D02</i>	<i>D08</i>	<i>D06</i>	<i>D01</i>	<i>D07</i>
<i>D03</i>			<i>D04</i>	<i>D10</i>
<i>D09</i>			<i>D05</i>	

KEY SELECTION CRITERIA

- Well-developed leadership, representational and interpersonal skills - including the ability to develop networks across Scouts Australia and globally.
- Demonstrated high-level of organisational skills and personal motivation.
- Well-developed oral and written communication skills.
- The ability to work inter-generationally with all members of Scouts Australia.
- Proven success in the empowerment of youth to lead.
- An exemplary appreciation of international issues, including the perspectives of different cultures.
- A proven track record in dealing with complex issues and challenges, ideally in an international setting.
- A passion for international Scouting, and the broader contribution it can make to creating a better world.



PERSONAL REQUIREMENTS

Behavioural Capabilities

- Outstanding communication, consultation, engagement and management skills.
- Highly developed skills in guiding, influencing and developing relationships of a diverse stakeholder base, in particular in a volunteer environment and be able to enthuse and inspire people in the achievement of tasks and goals.
- A high level of personal motivation/organisation and the ability to innovate and be creative in achieving desired outcomes.
- Develop and use a network of internal and external relationships to help deliver the strategy and business plan.
- Respectful towards youth members and their opinions and have the ability to advocate on their behalf.

Knowledge/Qualifications/ Experience

- An unequivocal belief in the Purpose, Principles, Promise, Law and Method of Scouts Australia.
- Knowledge of, and enthusiasm for, the new Youth Program.
- Well-developed interpersonal and team leadership skills.
- The willingness and capacity to devote considerable time to the Association.
- Highly effective written and oral communication skills.
- Competent in, or at least a reasonable working knowledge of, youth and adult learning styles and principles.
- Experience leading in Scouting at Branch and/or National level.
- Hold a Leader of Adults Wood Badge or be willing to complete within 12 months of appointment.
- Experience managing and leading adults and the ability to work inter-generationally with all members of Scouting and the wider community.
- Knowledge and experience in strategy execution.
- Qualifications in education and/or management would be highly regarded.
- Essential e-Learning module training completed for 'Child Safe Scouting' and 'WH&S and Scouting'.

Technology Capabilities

- A sound understanding of the use of various information and communications technologies, including cloud-based solutions to achieve the outcomes of the International Scouting program.