SCOUTS AUSTRALIA - ROLE DESCRIPTION

DEPUTY NATIONAL COMMISSIONER
ADULT TRAINING & DEVELOPMENT

Role title	Deputy National Commissioner Adult Training & Development
Business unit	National Team
Reports to	National Commissioner Adult Training & Development
Role level	Uniform role, Deputy National Commissioner Rank, volunteer position
Appointment	The appointment is for a fixed term of up to 3 years or until the appointee reaches their thirtieth birthday whichever occurs sooner.

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.

This role is intended to provide a development opportunity at a National level for a young adult member.

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 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 National Commissioner Adult Training & Development, the Deputy 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

- National Team Members
- National Operations and National Executive Committees
- National Training Committee
- SAIT Board of Management
- Senior Branch Commissioner Teams
- National Office employees
- Deputy Chief Commissioner (Under 30), Deputy National Commissioners, and National Rover Council Chair

ROLE RESPONSIBILITIES

Delight Stakeholders
- Always adopt a pro-active and flexible approach to stakeholders
- Support and work closely with the National Commissioner Adult Training & Development
- Support and collaborate with the National Team
- Collaborate with the Under 30 National Team members

People Leadership
- Contribute to developing the ATD portfolio of Scouts Australia
- Work with the National Training Committee to implement, review and refine the Adult Training curriculum
- Collaborate with the National Adventurous Activities Committee to support and promote adventure within the Scouting program
- Collaborate with the Scouts Australia Institute of Training to provide VET opportunities to members of Scouts Australia

Association Values and Culture

Consistently demonstrate 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

- Provide a quality curriculum and training framework that delivers relevant,first class adult and youth education programs as required by the Scouting program.
- Explore opportunities to expand the Adult Training curriculum, to enhance and improve the service delivered to adults in Scouting.
- Actively contribute to the broader Scouts Australia strategic and operational goals.
- Attend National and International meetings / conferences as required.

Managing Relationships

- Proactively manage stakeholder relationships, especially the close affiliation with Deputy National Commissioner Youth Program.
- Develop and support relevant Scouts Australia Teams aligned to ATD, to ensure a strong level of understanding and a high standard of achievement.
- Identify mutually beneficial partnerships with like-minded organisations, as applicable.
- Take responsibility for management and development of on-demand learning and on-the-job milestones.

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.
- Explore and promote alternative forms of training delivery and engagement, such as virtual classrooms and content curation.

Compliance and Procedures

- Comply with relevant internal processes, compliance and any legislative requirements.
- Assist with the coordination and facilitation of policies and procedures to enable ATD delivery across Australia.
- Assist with an ongoing governance structure that is relevant and timely to the needs of ATD.
- Identify threats, risks and weaknesses and develop and implement plans to mitigate them.

STRATEGIC RESPONSIBILITIES

Growth	Youth Program	People	Brand	Process
Leadership Governance Resources	Fun Challenging Adventurous Inclusive	Leadership Training Skills	Recognised Respected	Plan Do Review

Key Performance Measures

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	Support the youth program	Manage and develop the ATD Program to grow Adult capacity and competence	Deliver an ATD program that is recognised by the wider community as contemporary and meeting the needs of 21st century Australia.	Ensure that a continuous improvement framework exists to enhance the ATD offering

Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia[1]

D02	D08	D06	D01	D07
D03			D04	D10
D09			D05	

KEY SELECTION CRITERIA/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

- An unequivocal belief in the Purpose, Principles, Promise, Law and Method of Scouts Australia
- Sound understanding of, and enthusiasm for the Scouts Australia youth program.
- Well-developed interpersonal and team leadership skills
- A willingness and capacity to devote considerable time to Scouts Australia
- Minimum 3 years' leadership experience in Scouting with at least 2 years operating at a National, Branch or Region level
- Firm understanding of the VET framework in Australia
- Experience working with diverse groups of people to deliver results
- Understanding of change management concepts, methodologies and practices
- Degree qualification in a relevant discipline, such as Education, Training, Human Resources, or Management is desirable
- Eligible for appointment as an Assistant Leader Trainer, or willing to attain eligibility within 12 months of appointment
- Hold a Wood Badge and/or be willing to complete Leader of Adults advanced level training within 6 months of appointment

Technology Capabilities

- A sound understanding of the use of various information and communications technologies, including cloud-based solutions to achieve the outcomes of the Adult Training & Development program, in particular:
  - Microsoft Office
- Microsoft 365 including OneDrive, Sharepoint and TeamsWillingness to learn how to use software packages licenced by Scouts Australia including:
  - Scouts Australia Online Event Management System
  - Scout Central and eLearning platform
  - Scout Cloud
  - Youth Program digital system
- An understanding of the Scouts Australia brand book, and graphic manipulation skills are desirable.