



SCOUTS AUSTRALIA - ROLE DESCRIPTION

NATIONAL COORDINATOR PEN-PALS

Role title	National Coordinator Pen-Pals
Business unit	Australian International Team
Reports to	Deputy National Commissioner International
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 Pen-Pals is to review the current program, develop a new modernised framework for the delivery of the program, and subsequently manage all aspects of the program in Australia in coordination with our partner National Scout Organizations overseas.

NB. The incumbent will continue to manage the existing manually operated program whilst the review and development is in progress.



KEY STAKEHOLDERS

1. Australian International Team
2. National Support Team
3. National Coordinators Pen-Pals in other partner National Scout Organizations

ROLE RESPONSIBILITIES

Delight Stakeholders

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

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

- Lead the National involvement in the Pen-Pals program, ensuring the inclusion and achievement of youth program educational objectives.

Managing Relationships

- Relate directly to the Branch International Commissioners on the Pen-Pals program.

Process Improvement

- Complete the review of the Scouts Australia participation in the Pen-Pals program.
- Develop a new modernised framework for the delivery of the Pen-Pals program.

Compliance and Procedures

- Ensure that the Pen-Pals program continues to be 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 ConferenceSome 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 International Scouting programs.</i>	<i>Deliver a diverse range of international opportunities that leverage the youth program.</i>	<i>Foster the development of young people to assume responsibility for leading International Scouting programs.</i>	<i>Ensure that Australia is well represented at International events.</i>	<i>Ensure the integrity of International Scouting events.</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	

KEY SELECTION CRITERIA

- Advanced computer technical skills to manage and support virtual communication platforms and registration systems.
- Demonstrated project management skills to review, develop and deliver a new program framework.
- 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 Scouts Australia 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 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 'WHS for 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.