



Scouts Australia

National Coordinator SISEP

Role Description

Role title	National Coordinator Scouts International Student Exchange Program
Business unit	International Team
Reports to	International Commissioner of Australia
Role level	Uniform role, volunteer position
Appointment	The appointment is for a fixed term of up to 3 years.
Eligibility	Applicants must remain a current member of a Branch of Scouts Australia for the duration of their appointment.

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.

Why does my role exist?

The National Coordinator Scouts International Student Exchange Program (SISEP) is a senior governance role within Scouts Australia accountable under our Student Exchange Organisation (SEO) accreditation for delivery of SISEP within our association.

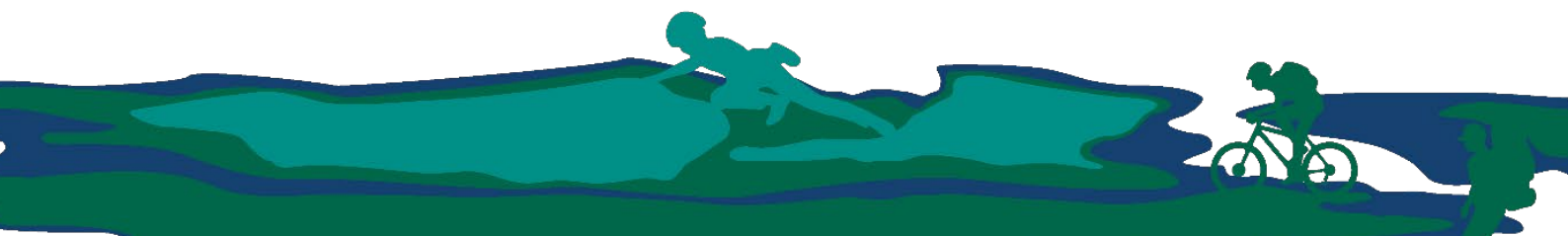
Where do I fit in?

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

How much time is required?

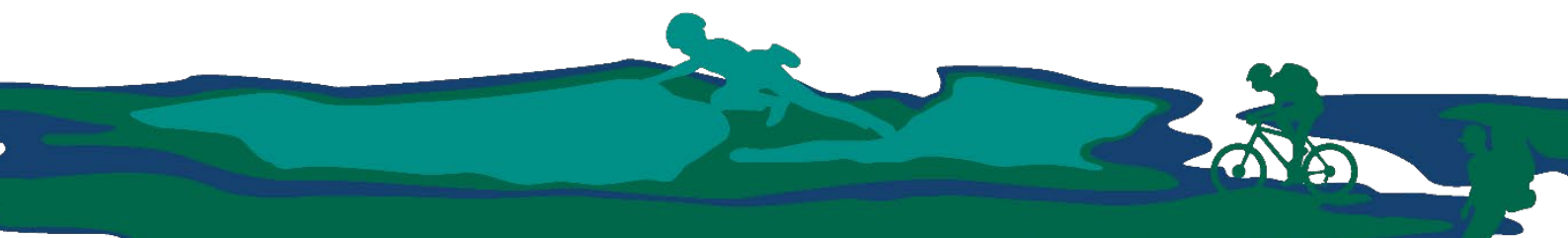
You will be required to commit a significant amount of time for this role. You should anticipate approximately 10-15+ hours per week.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution taking into account their work and study requirements. This is a volunteer position.



What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
Manage Program Delivery	<ul style="list-style-type: none">● Fulfil the responsibilities of our Student Exchange Organisation Accreditation, including maintaining currency of NCCISSE Guidelines.● Prepare and manage the annual SISEP travel budget.● Manage the advertising of the program nationally.● Manage the selection of outbound youth members and the screening of host families for inbound youth members.● Ensure the completion and submission of all AASES forms to the relevant State/Territory authorities.● 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.● Manage the preparation of youth members and arrange for all participants to receive their Student Safety Card prior to departure.● Maintain regular contact with all participants and host families.● Monitor the annual reciprocity requirements and notify relevant State/Territory authorities of any changes to the delivery of our program.
Manage Relationships	<ul style="list-style-type: none">● Coordinate with Branch Coordinators SISEP and the National Coordinators SISEP in our partner NSOs to deliver the program in accordance with our legislated requirements.● Relate directly to the Branch International Commissioners on all matters involving SISEP.● Regularly attend meetings of the Australian International Team.
Manage Program Development	<ul style="list-style-type: none">● Direct and facilitate ongoing review of the Scouts International Student Exchange Program.● Look to expand the delivery of SISEP to additional countries.



What skills do I need for this position?

Essential

- An unequivocal belief in the Purpose, Principles, Promise, Law and Method of Scouts Australia.
- Minimum of 3 years' leadership experience in Scouting ideally at a National, Branch or Region level.
- Hold a Wood Badge and/or be willing to complete Scouting Leadership training within 12 months of appointment.
- A passion for International Scouting, and the broader contribution it can make to creating a better world.
- Sound understanding of, and enthusiasm for the Scouts Australia youth program.
- Outstanding communication, consultation, engagement and management skills.
- Proven success in the empowerment of youth to lead.

Desirable

- Experience working with diverse groups of people to deliver results.
- Knowledge and experience in strategy execution.
- A sound understanding of the use of various information and communications technologies, including cloud-based solutions, to achieve project outcomes.
- An appreciation of international issues, including the perspectives of different cultures.
- 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.

Personal Attributes

- 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.
- A high level of personal motivation/organisation and the ability to innovate and be creative in achieving desired outcomes.

