



**Scouts**  
AUSTRALIA

Adult Training and Development

## SCOUTS AUSTRALIA - ROLE DESCRIPTION

### ASSISTANT LEADER TRAINER

<b>Role title</b>	Assistant Leader Trainer <sup>1</sup>
<b>Business unit</b>	National Training Team
<b>Responsible to</b>	Branch Commissioner Adult Training & Development (or equivalent)
<b>Appointed by</b>	National Commissioner Adult Training & Development, Chief Commissioner of Australia, and the Regional Director – Asia Pacific Region.
<b>Role level</b>	Uniform role (at Commissioner level), volunteer position, Secondary Appointment: must hold a current Certificate of Adult Appointment in a Branch of Scouts Australia.
<b>Appointment</b>	The appointment is for an initial period of up to 3 years and may be renewed following formal review and recommendation of BCATD and Branch Chief Commissioner.

*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 purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national, and international communities.

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.

<sup>1</sup> Note: The appointment is as an **Assistant Leader Trainer** and is not an appointment aligned with a Youth Program section or Leader of Adult roles in the Movement.



## 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 Fundamentals, Leadership 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 “On Demand” education, On the Job milestones, 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, and Branch appointed Guides and Personal Leader Advisers support the implementation and evaluation of the ATD program.

This role is to deliver training and assessment services up to and including Scouting Essentials and Scouting Adventure courses for all adult members of the Movement, as a member of the National Training Team, as required to the standards as set by the World Organisation of the Scout Movement and Scouts Australia.

Reporting operationally to the Branch Commissioner Adult Training & Development, the Assistant Leader Trainer will work closely with other members of the National Training Team, particularly those domiciled in the appointee’s Branch, to ensure:

- the integrity of the curriculum is maintained Nationally and that a plan is in place to assure its sustainability,
- appropriate staffing is provided on courses to meet the needs and demands of participants,
- contribution to a continuous improvement framework is fostered, including the review of existing and development of new training and resource materials, and
- all administrative support processes and platforms to enable Adult Training & Development are in place and fit for purpose.

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



## KEY STAKEHOLDERS

- Branch Commissioner Adult Training & Development (or equivalent)
- National Commissioner Adult Training & Development
- Deputy National Commissioner Adult Training & Development
- Assistant National Commissioner – Adventurous Activity Training
- National Training Committee
- National Adventurous Activities Coordinators
- Members of the National Training Team

## ROLE RESPONSIBILITIES

### Delight Stakeholders

- Adopt a pro-active and flexible approach to stakeholders at all times
- Support & collaborate with the Branch Commissioner Adult Training & Development (or equivalent) and other members of the National Training Team.
- Actively engage youth members on courses.

### People Leadership

- Support the development of future National Training Team Appointments.
- Support the strategic direction of the National Training Committee.
- Identify training needs.

### Association Values and Culture

- At all times, demonstrating behaviours in accordance with the Association's 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.
- Explore opportunities to expand the ATD curriculum, both as core and elective units, to enhance ability of Leaders to support youth members.
- Attend training conferences as required.

### Managing Relationships

- Proactively manage stakeholder relationships.
- Develop and support relevant teams aligned to ATD to ensure a strong level of understanding and a high standard of achievement.



### **Process Improvement**

- Contribute to a process of continuous improvement to ensure that ATD remains at the forefront of adult education in Scouting.

### **Compliance and Procedures**

- Comply with relevant Branch processes, compliance, and any legislative requirements.
- Identify areas of risk/potential issues/ problems and put forward to the Branch Commissioner Adult Training & Development plans to manage and control these to achieve workable solutions.

## **KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS**

### **Behavioural Capabilities**

- Outstanding communication and management skills.
- Highly developed skills in guiding, influencing, and developing relationships of a diverse adult leader base.
- Developing and using a network of internal and external relationships to help deliver the curriculum.
- 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<sup>2</sup>**

- An unequivocal belief in the Purpose, Principles, Promise, Law and Method of Scouts Australia.
- Current knowledge, application and enthusiasm for the Youth Program and supporting evidence of specialist currency.
- Well-developed interpersonal and team leadership skills.
- The willingness and capacity to devote considerable time to the Association.
- Preferred 3 years' leadership experience in Scouting, which may include leadership as a youth program participant.
- Experience working with diverse groups of people to deliver results.
- Understanding of change management concepts, methodologies and practices.

### **Technology Capabilities**

- A sound understanding of the use of various information, communications, and video-conferencing technologies, including cloud-based solutions, to achieve the outcomes of the Adult Training & Development program.

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<sup>2</sup> Refer ATD Policy 05-2015 V5 – Appointment to Training Team Policy