



## SCOUTS AUSTRALIA - ROLE DESCRIPTION

### NATIONAL COMMISSIONER ADULT TRAINING & DEVELOPMENT

<b>Role title</b>	National Commissioner Adult Training & Development
<b>Business unit</b>	National Team
<b>Reports to</b>	Chief Commissioner of Australia
<b>Direct reports</b>	Deputy National Commissioner, Adult Training & Development Assistant National Commissioner, Adventurous Activities Training Assistant National Commissioner, Adult Training & Development
<b>Role level</b>	Uniform role, National Commissioner Rank, volunteer position

*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.

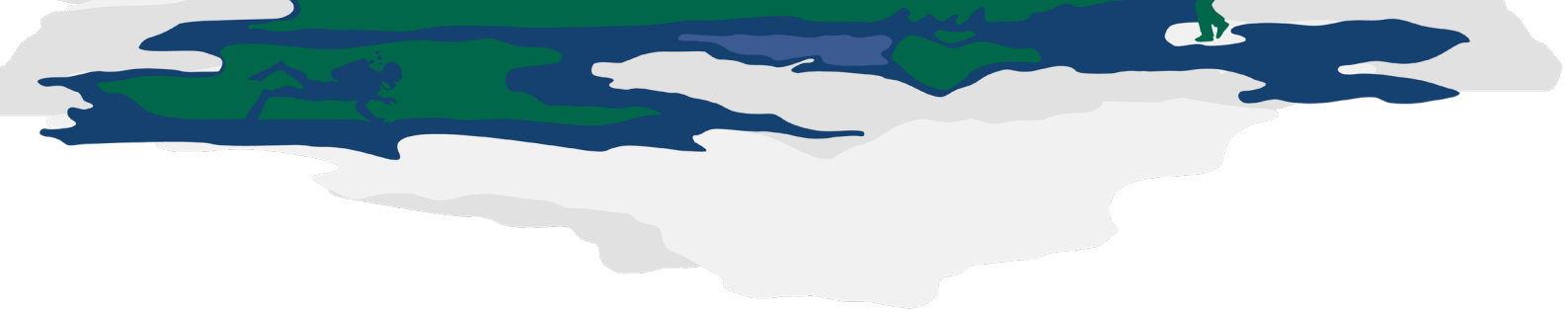
This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

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 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).



The program offers a blend of self-paced On Demand Learning, On the Job phases and face-to-face training 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/sait> for more specific details).

A National Team of Trainers and Branch appointed Guides support the implementation and evaluation of the ATD program.

Reporting to the Chief Commissioner of Australia the 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 volunteer training team 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, especially the National Commissioner Youth Program
- National Operations and National Executive Committees
- National Training Committee
- National Youth Program Team
- National Adults in Scouting Committee
- National Risk Management Committee
- SAIT Principal
- Senior Branch Commissioner Teams
- National Office employees
- External training service providers (currently MindVision Interactive)



## ROLE RESPONSIBILITIES

### Delight Stakeholders

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

### People Leadership

- Actively support and develop various subsidiary appointments and the ATD Administration Officer.
- Build the ATD story and ensure appropriate criteria, governance and structure is implemented and adhered to.
- Support the development of National Training Appointments.
- Lead the National Training Committee.
- Participate as an active member of the National Team and National Operations Committee.
- Support the strategic direction of the National Adventurous Activities Committee.

### Association Values and Culture

- At all times, demonstrating 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

- Deliver a quality curriculum that ensures ATD delivers relevant and first-class adult (and where appropriate youth) training programs as defined by the needs of the Youth Program.
- Actively contribute to the broader Scouts Australia strategy.
- Attend National and International meetings / conferences as required.

### Managing Relationships

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

### 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 present business case to implement alternative forms of training delivery and engagement such as virtual classrooms or other communities of practice.

### Compliance and Procedures

- Comply with relevant internal processes, compliance and any legislative requirements.
- Coordinate and facilitate the development of policies and procedures to enable ATD

delivery across Australia.

- Monitor and regularly report on the performance of ATD to the National Operations Committee.
- Maintain an ongoing governance structure that is relevant and timely to the needs of ATD.
- Identify areas of risk/potential issues/ problems and put plans in place to manage and control these to achieve workable solutions.

## STRATEGIC RESPONSIBILITIES

Make delivering our youth program easier and more impactful	Build the recruitment and retention machine to grow our movement	Reshape a contemporary volunteer model that drives Scouting	Unlock and steer resources to future-proof our mission	Transform the organisational support of our movement
<b>Key Performance Measures</b>				
<p><i>Recognition of ATD outcomes achieved through youth program participation.</i></p> <p><i>Streamline Adventurous Activity training whilst maintaining credibility with the Australian Adventure Activity Standard.</i></p>	<p><i>Measure relevance and outcomes of ATD offerings.</i></p> <p><i>Contribute to NAISC to identify new volunteer models and training required.</i></p> <p><i>Implement Wood Badge 3 and Wood Badge 4 curriculum for all Adults in Scouting.</i></p>	<p><i>Identify opportunities to minimise time required for Wood Badge training whilst maintaining adherence to the WOSM Wood Badge Framework.</i></p> <p><i>Collaborate with National Child Safety Commissioner to continuously review and update SP CHILD module.</i></p>	<p><i>Collaborate with Branches to centralise the issue of Certificates of Proficiency and Wood Badges</i></p>	<p><i>Utilise members of the National Training Team across Australia in Project Patrols for ATD design and development.</i></p>
<b>Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia:</b>				
D02	D08	D06	D01	D07
D03			D04	D10
D09			D05	

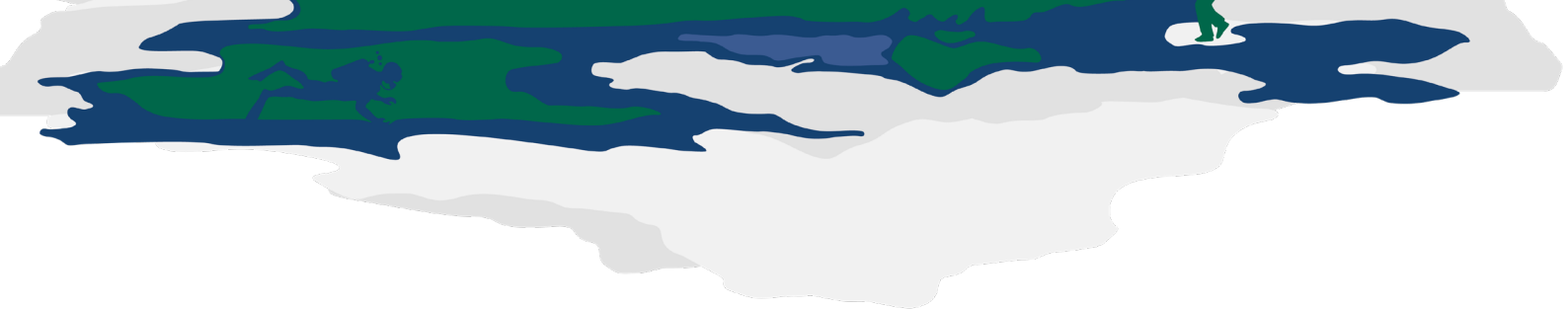
## KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

### 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.
- 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.

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- Minimum 6 years' leadership experience in Scouting with at least 3 years operating at a National, Branch, or Region level.
  - VET Sector experience is desirable
  - Experience working with diverse groups of people to deliver results.
  - Understanding of change management concepts, methodologies and practices.
  - Degree qualified (in a relevant discipline, i.e. Education, Training, HR, and Management) is desirable.
  - Eligible for appointment as a Leader Trainer or willing to attain eligibility within 12 months of appointment.
  - Hold a Wood Badge and/or be willing to complete Scouting Leadership training within 12 months of appointment.
  - Hold membership of a Branch of Scouts Australia and be willing to maintain that membership according to the requirements determined from time to time by Scouts Australia and the relevant Branch.

### **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.

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