



SCOUTS AUSTRALIA – ROLE DESCRIPTION

ASSISTANT NATIONAL COMMISSIONER YOUTH PROGRAM

Role title	Assistant National Commissioner Youth Program
Business unit	National Youth Program Team
Reports to	National Commissioner Youth Program
Role level	Uniform role, Assistant National Commissioner rank, volunteer position
Appointment	The appointment is for a fixed term of up to 3 years, with potential for renewal for a further 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.

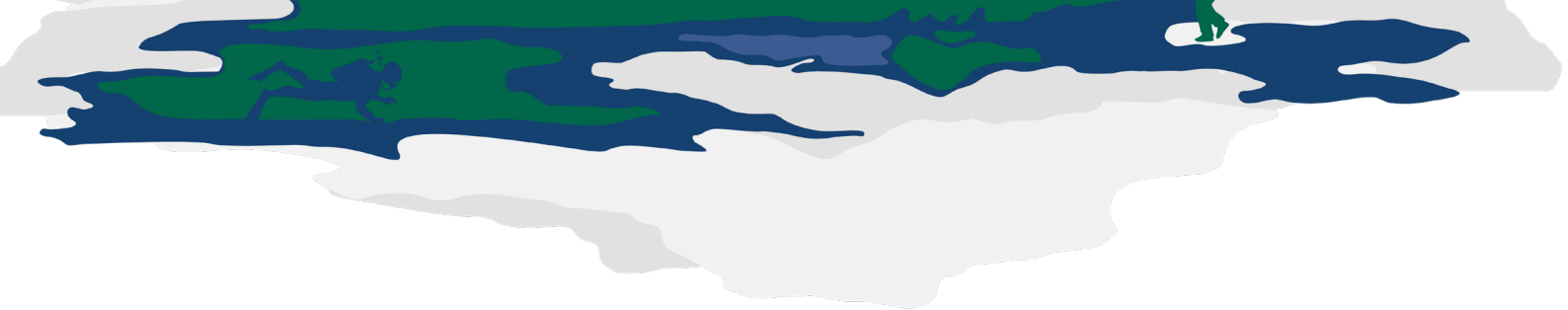
This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

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, with the remainder being adults supporting the delivery of the program.

ROLE OBJECTIVE

The Assistant National Commissioner Youth Program is a key member of the National Youth Program Team and holds specific portfolio responsibilities for program development and deployment. This role focuses on national oversight, policy support, and quality assurance for Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events. This focus may evolve in line with the priorities of the National Team.

Scouts Australia seeks to offer adventurous, fun, challenging, and inclusive events which foster the personal development of young people as part of our program. Major events must be thoroughly organised and effectively supported to provide quality experiences for youth members – whether they are participating, assisting, or leading. This Assistant National Commissioner Youth Program plays an integral role in coordinating and promoting best practice to achieve this.



KEY STAKEHOLDERS

- Deputy National Commissioner Youth Program, fellow Assistant National Commissioners Youth Program, and program support staff
- National Youth Program Team
- Organising committees of Tier 1 and Tier 2 events
- Branch program support and event management teams
- Other national teams and committees (e.g. National Rover Council, International Team, Child Safety Advisory Committee)

ROLE RESPONSIBILITIES

Event oversight

- Receive applications for Tier 2 events and bids for Tier 1 events, and assemble/coordinate review panels accordingly
- Promote and maintain high standards of organisation, program integration, safety, sustainability, financial management, and marketing for events
- Work with event organisers and Branch teams to ensure the delivery of program outcomes and positive experiences through events
- Support the Plan>Do>Review> process for Tier 1 events to enable continuous improvement
- Promote and support youth involvement in the organisation of major events
- Facilitate national promotion of Tier 1 and Tier 2 events through Scouts Australia's social media, website, and newsletter

Policy improvement

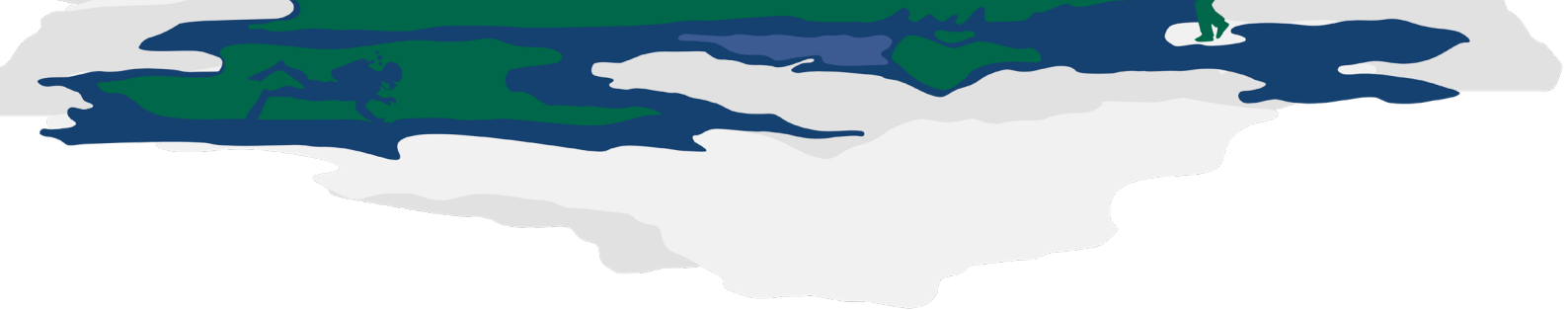
- Assist the National Commissioner Youth Program as the document owner for both the Australian Scouting Youth Events Policy and Standards
- Facilitate the completion of the Australian Scouting Youth Event Standards and review the event assessment guides to simplify the bid/application process

National coordination

- Be involved in the planning and delivery of the Scouts Australia Hub and National Contingent for future Tier 1 events (e.g. AJ2028), assisting designated National Contingent Leaders
- Be a source of information, guidance and assistance for volunteers, teams, and national stakeholders with queries related to events and relevant policies
- Provide support to and collaborate with Branch advisers/commissioners for events

Other responsibilities

- Actively contribute as a senior member of the National Youth Program Team, including attending face-to-face weekends (approximately 2 per year) and online meetings (approximately 10 per year)
- Undertake projects and contribute to other program initiatives in collaboration with the team
- At all times, demonstrate behaviours in accordance with the Scout Promise, Law, and Code of Conduct



KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Any active member of Scouts Australia aged over 18 is eligible to apply for this role. The successful applicant will be able to demonstrate the following skills and qualities.

You will be:

- able to collaborate and build relationships at a distance and in a voluntary environment
- an enthusiastic champion of Scouts Australia's youth program, with extensive knowledge of the Scout Method, SPICES, and Achievement Pathways
- approachable and adaptable, with the ability to work independently and take initiative
- comfortable using digital communication tools (e.g. email and Microsoft Teams)

You will have:

- demonstrated experience in organising Scout events, with a passion for the impact of events on young people's development
- strong communication skills (written and verbal), with the ability to engage and lead
- excellent organisation and time management skills to coordinate multiple tasks effectively
- sufficient time available for the role, sometimes including travel (expenses covered)
- a Wood Badge or be willing to complete Scouting Leadership training within 12 months of appointment

Developing youth leadership is part of everything we do at Scouts Australia, so young adults are encouraged to apply.