



SCOUTS AUSTRALIA - ROLE DESCRIPTION PRINCIPAL SCOUTS AUSTRALIA INSTITUTE of TRAINING

Role title	Principal – Scouts Australia Institute of Training (SAIT)
Business unit	National Team
Reports to	Chief Commissioner of Australia National Operations Committee (NOC) through the SAIT Committee
Direct reports	Deputy Principal, SAIT Deputy Principal under 30, SAIT Assistant Principal/s, SAIT
Role level	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.

SAIT is a Registered Training Organisation (RTO:5443) owned by Scouts Australia. SAIT provides a range of industry recognised Vocational Education and Training (VET) qualifications through appropriate pathways for members of Scouts Australia, both youth members and adults.

ROLE OBJECTIVE

The Scouts Australia Institute of Training (SAIT) is an Enterprise Registered Training Organisation (ERTO) that provides youth and adult members of Scouts Australia with opportunities to gain nationally recognised qualifications, skill sets and units of competency through Recognition of Prior Learning (RPL). These opportunities recognise skills and experience gained through the Youth Program, Adult Training and Development, Adventurous Activities and other relevant learning experiences.

The SAIT Principal provides strategic leadership and oversight of SAIT, supported by the SAIT Leadership Team, National RTO Compliance Coordinator and SAIT Committee. Together, they support the effective operation, development and continuous improvement of SAIT, ensuring it remains relevant and accessible to members across Australia.

Reporting to the Chief Commissioner of Australia, the Principal acts as SAIT's designated Chief Executive

Officer for the Australian Skills Quality Authority (ASQA) and is accountable for its effective governance, regulatory compliance and organisational performance. This includes ensuring appropriate structures, systems, resources and practices are in place to meet the Standards for Registered Training Organisations, applicable legislation and Scouts Australia's requirements.

The Principal works collaboratively with National and Branch leaders, employees and stakeholders to ensure SAIT continues to deliver quality vocational education outcomes that support the broader objectives of Scouts Australia.

At all times, the Principal is expected to uphold Scouts Australia's Purpose, Principles and Values and comply with the Adult Code of Ethics and Code of Conduct.

KEY STAKEHOLDERS

- National Operations Committee, including National Team Members and Senior Branch Commissioners
- National Committees, inclusive of, SAIT Committee, Youth Program Team, National Training Committee, National Adults in Scouting Committee, National Adventurous Activities Committee
- National Office employees
- External service providers (currently aXcelerate, Enterprise RTO Association)

ROLE RESPONSIBILITIES

People Leadership

- Maintain proactive, collaborative and responsive relationships with stakeholders, ensuring SAIT delivers accessible, relevant and quality services to its members.
- Lead and develop the SAIT Leadership Team, SAIT Committee and subsidiary appointments, ensuring appropriate structures, responsibilities and support arrangements are in place.
- Support the recruitment, development and ongoing capability of National SAIT Assessors and relevant support personnel.
- Actively participate in the National Team and National Operations Committee, contributing to the broader leadership and strategic direction of Scouts Australia.

Association Values and Culture

- Demonstrate leadership consistent with the Scout Method, Promise and Law, and Scouts Australia's values, promoting youth empowerment, personal responsibility, inclusion, respect, equity and environmental sustainability.
- Foster a positive and safe organisational culture that protects young people from harm, encourages innovation and demonstrates strong ethical leadership.

Strategy and Operational Management

- Provide strategic leadership and oversight to ensure SAIT operates as an effective, efficient and sustainable Enterprise Registered Training Organisation (ERTO).
- Oversee the management and ongoing review of SAIT's scope of registration, ensuring qualifications, skill sets and units of competency remain relevant to the needs of Scouting and its members.
- Contribute to Scouts Australia's broader strategic objectives and represent SAIT at relevant National and International meetings and conferences.

Managing Relationships

- Develop and maintain effective working relationships with National Commissioners, Branch leadership teams and other key stakeholders, particularly those responsible for Adult Training and Development and the Youth Program.

- Support collaboration and consistency across Branch SAIT teams to maintain high standards of assessment, recognition and regulatory compliance throughout Australia.

Process Improvement

- Drive continuous improvement across SAIT, responding to regulatory changes, stakeholder feedback and emerging best practices.
- Identify and explore opportunities to improve student support, assessment practices and service delivery, including innovative and technology-enabled approaches.

Compliance and Procedures

- Ensure appropriate governance structures, policies, procedures, resources and oversight arrangements are maintained to support compliance with the Standards for Registered Training Organisations (RTOs), applicable legislation and Scouts Australia requirements.
- Oversee organisational compliance, risk management and assurance activities, ensuring identified risks, non-compliances, complaints, appeals and opportunities for improvement are appropriately monitored and addressed.
- Monitor SAIT's operational performance and regulatory compliance, providing regular reports to the National Operations Committee and other relevant governance bodies.
- Ensure all regulatory reporting and notification obligations to ASQA and other relevant authorities are met within required timeframes.

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
KEY PERFORMANCE MEASURES				
Growth in the number of Qualifications, Skill Sets, and Units of Competency issued via recognition of VET outcomes achieved through supporting and/or participation in the youth program. Streamline the issuing and sharing of credentials	Measure and communicate relevance of SAIT offerings and outcomes for both youth and adult members. Enable qualifications to support Wood Badge 3 and Wood Badge 4 for all Adults in Scouting.	Contribute to NAISC to identify and support new volunteer models. Collaborate with National Child Safety Commissioner to provide appropriate VET outcomes.	Collaborate with Branches for ongoing support of SAIT Scope by Scouts Australia in all Branches. Ongoing compliance with Standards for RTO's	Utilise members of the SAIT Team across Australia in Project Patrols for supporting assessments.
Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia				
<i>D02, D03, D09</i>	<i>D08</i>	<i>D06</i>	<i>D01, D04, D05</i>	<i>D07, D10</i>

PERSONAL REQUIREMENTS

- Be a current member of a Branch of Scouts Australia and maintain membership in accordance with National and Branch requirements.
- Demonstrate a strong commitment to the Purpose, Principles, Promise, Law and Method of Scouts Australia.
- Have a minimum of six years' leadership experience in Scouting, including at least three years at National, Branch or Region level.
- Hold a Wood Badge or be willing to complete the required Scouting leadership training within 12 months of appointment.
- Have at least five years' experience in the Vocational Education and Training (VET) sector, preferably including senior leadership or management responsibilities.
- Have the willingness and capacity to commit the time required to fulfil the responsibilities of this national volunteer appointment.

KEY SELECTION CRITERIA

- **Leadership and Strategic Management**
Demonstrated experience in providing strategic leadership, managing teams and implementing organisational change, including the ability to guide, support and influence others to achieve positive outcomes.
- **Vocational Education and Training Knowledge**
Demonstrated knowledge and experience within the VET sector, including an understanding of Registered Training Organisation operations, regulatory compliance, training packages and the delivery of nationally recognised qualifications.
- **Stakeholder Engagement and Communication**
Highly developed communication and interpersonal skills, with demonstrated ability to build and maintain effective relationships, collaborate with diverse stakeholders and communicate effectively across a national organisation.
- **Innovation and Continuous Improvement**
Demonstrated ability to identify and implement improvements to organisational systems, processes and service delivery, including the effective use of technology and digital platforms to support operational efficiency and quality outcomes.
- **Fit and Proper Person**
Demonstrated integrity, ethical conduct and professional standing, with the ability to satisfy and maintain the Fit and Proper Person requirements applicable to executive officers of a Registered Training Organisation.
- **Qualifications**
Degree qualified (in a relevant discipline, i.e. Education, Training, HR, and Management) is desirable and either of the following qualifications (or having completed them prior to appointment if selected):
 - *TAE40122 - Certificate IV in Training and Assessment, or equivalent qualification specified in the Standards for RTO's, OR*
 - *TAE50122 - Diploma of Vocational Education and Training, or equivalent qualification specified in the Standards for RTO's, OR*
 - *Higher-level qualification in Adult Education or Vocational Education and Training.*