



Scouts ACT
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Be Prepared...
for new adventure!

POSITION DESCRIPTION

TITLE: Branch Commissioner, **Special Interest Areas**

RESPONSIBLE TO: Assistant Chief Commissioner, Youth Program

REPORTING AND RELATIONSHIPS AND TENURE:

The Branch Commissioner, Special Interest Areas reports to the Assistant Chief Commissioner, Youth Program.

There are four (4) direct reports to this position.

1. Program Leader Environment (Secondary Appointment)
 2. Program Leader Arts & Literature (Secondary Appointment)
 3. Program Leader STEM (Secondary Appointment)
 4. Program Leader Better World (Secondary Appointment)
- The initial term is for up to three years.
 - The term is subject to performance outcomes and achievements relevant to the Individual Adult Volunteer Plan, which is reviewed annually.
 - It is expected that an annual Individual Adult Volunteer Plan will be completed, discussed and agreed with the Assistant Chief Commissioner, Youth Program.

PURPOSE OF THE POSITION

The Branch Commissioner, Special Interest Areas will support leaders in delivering the Scout Program with a particular focus on supporting leaders and youth to develop themselves either individually or in small project patrols to complete the Special Interest Awards. This will be from all the domains - Adventure & Sport, Arts & Literature, Creating a Better World, Environment, Growth & Development and STEM & Innovation. They will also support leaders in encouraging youth to complete the additional awards such as the SDG Challenge, Scouts Go Solar etc.

RESPONSIBILITIES AND DUTIES

While carrying out the responsibilities of the role, The Branch Commissioner, Special Interest Areas will always uphold the purpose, principles and values of Scouts Australia, will adhere to the Adult Code of Conduct and Code of Ethics, will abide by WOSM, National and Branch policies and will behave in accordance with the Scout Law and Promise. Importantly, The Branch Commissioner, Special Interest Areas will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of the Youth Program.

The Branch Commissioner, Special Interest Areas will:

1. Lead and manage the ACT leaders in the development and delivery of the Special Interest Areas and the additional awards available to youth members.
2. Support and encourage Youth to undertake appropriate Special Interest badgework.
3. Support and encourage Youth to complete the additional awards.
4. Coordinate and lead required meetings/training sessions with timely notice, agendas and minutes on the portfolio content.



5. Ensure Scouts ACT website/communication/calendar information that relates to the **Special Interest Areas** portfolio and outcomes is correct and reviewed regularly.
6. Organise and promote effective record keeping systems.
7. Take an active role in meetings requiring Branch Commissioner involvement.
8. Maintain ongoing training.
9. Undertake other functions and tasks deemed relevant to the role that may arise from time to time.
10. Encourage the effective delivery of both specific and wider aspects of the Scouting Program.
11. Support the 'Youth leading, Adult supporting' philosophy of Scouts Australia and ensure that youth members are involved and empowered within the portfolio and encouraged and supported in leadership opportunities.

KEY SELECTION CRITERIA

Qualifications

- Hold or achieve a Program Support Leader Wood Badge or be prepared to do so within 12 months of appointment.

Knowledge and Experience

- Sound knowledge of the **Special Interest Area of the badgework.**
- **Sound knowledge and understanding project planning with youth.**
- Sound, evidence-based judgement and accountable decision-making.
- Proven track record of working hard with a strong results orientation.
- Proven, successful record of effective collaboration and teamwork among adults and a diverse range of stakeholders.
- Experience managing projects.

Skills

- Be able to lead, communicate with, and motivate adult Leaders.
- Demonstrate planning and delegation skills.
- Demonstrate child protection, risk management, work health and safety (WHS) and Scoutsafe skills.
- Proven ability to work with youth members.
- Maintain confidentiality.

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in delivering the program utilising the Areas of Personal Growth.
- Show enthusiasm and commitment towards the importance of activities and the 'out' in Scouting.
- Be inclusive in Leadership style encouraging teams to excel.

HOW TO APPLY

To apply to be **The Branch Commissioner, Special Interest Areas** please lodge an expression of interest by emailing **Felicity McNeice** aacyp@scoutsact.com.au

Please provide a statement addressing the selection criteria and explain why you would like to be **The Branch Commissioner, Special Interest Areas**.

Please include the following:

- Cover Letter that covers Name, Email Address
- No more than 2 pages that address the position you are applying for and your ideas for the role..
- Resume

Applications close: