



Scouts ACT  
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Be Prepared...  
for new adventure!

## POSITION DESCRIPTION

**TITLE: Branch Commissioner, Youth Leadership Development & Training**

**RESPONSIBLE TO: Assistant Chief Commissioner, Youth Program**

### REPORTING AND RELATIONSHIPS AND TENURE:

The Branch Commissioner, Youth Leadership Development & Training reports to the Assistant Chief Commissioner, Youth Engagement.

- 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 Engagement.
- Role ideally suited for a person under the age of 30.

### PURPOSE OF THE POSITION

The Branch Commissioner, Youth Leadership Development & Training will support leaders in delivering the Scout Program with a particular focus on coordinating Youth Leadership courses for all sections across the Branch. There are new National guidelines coming for the Character (Personal) Development Course and will entail supporting the implementation of this in the ACT Branch. Ensuring that one Youth Leadership for all sections or Character (Personal) Development Course is run each term coordinating a team of youth and leaders to run this. The new model has 6 courses all run concurrently and it is multi age/section focused. This role will also deliver the Youth Helper course running one at least each year and a variety of other youth leadership projects. They will have a strong connection with the training team.

### RESPONSIBILITIES AND DUTIES

While carrying out the responsibilities of the role, The Branch Commissioner, Youth Leadership Development & Training 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, Youth Leadership Development & Training will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of the Youth Program.

The Branch Commissioner, Youth Leadership Development & Training will:

1. Lead and manage the Youth Leadership Courses alongside Youth Facilitators for each course.
2. Lead and manage the Character (Personal) Development Course alongside Youth Facilitators for each course.
3. Lead and manage the Youth Helper Course alongside Youth Facilitators for each course.
4. Support Youth in their development journey alongside the Branch Commissioner, Adventure Begins.
5. Coordinate and lead required meetings/training sessions with timely notice, agendas and minutes on the portfolio content.



6. Ensure Scouts ACT website/communication/calendar information that relates to the **Youth Leadership Development & Training** portfolio and outcomes is correct and reviewed regularly.
7. Organise and promote effective record keeping systems.
8. Take an active role in meetings requiring Branch Commissioner involvement.
9. Maintain ongoing training.
10. Undertake other functions and tasks deemed relevant to the role that may arise from time to time.
11. Encourage the effective delivery of both specific and wider aspects of the Scouting Program.
12. 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 **requirements for a Leadership Course for 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, Youth Leadership Development & Training** please lodge an expression of interest by emailing **Felicity McNeice** [aacyp@scoutsact.com.au](mailto:aacyp@scoutsact.com.au)

Please provide a statement addressing the selection criteria and explain why you would like to be **The Branch Commissioner, Youth Leadership Development & Training**.

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: