



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

STATE LEADER - PROGRAM SUPPORT SPECIALIST

Cub Scout Section

Title	State Leader - Program Support Specialist, Cub Scout Section
Reports to	State Commissioner – Cub Scouts
Direct Reports	None
Measurement	Membership, Quality, and Participation.

This is a voluntary position.

The State Cub Scout Council (Vic) provides program and program delivery support to District formations across Victoria. This is done by visiting and or running District Seonees.

This program specialist role will deliver a Pack-focused support regime where there is either limited or no functioning District or Group or Section structure.

The State Leader will work closely with concurrent work by the State Cub Scout Council.

PRIMARY RESPONSIBILITIES

1. Research

- Seek verbal and written feedback from Packs and Districts
- In a supportive manner, liaise with Cub Scout Packs across Victoria and take advice from the State Cub Scout Council
- Build a resource of preferred programs
- Build a detailed knowledge of Scout Central and its operation
- In conjunction with the State Cub Scout Council develop an agreed scope of work to provide the required level of support





2. Work Within the Cub Scout Section

i. Planning

- Develop a project plan that includes the following phases –
- Information gathering through research and liaison
- Focus on a specific District or Pack as nominated by the State Cub Scout Council

ii. Implementation

- Develop detailed implementation plan including order of preference for support
- Agree on a time line
- Agree on deliverables and milestones
- Include budget if required
- Visit Packs or Districts as required to either plan or help run meetings

iii. Review

- Attend monthly State Cub Scout Council and report on milestone progress
- Review, plan and adjust as required
- Discuss hand over or completion of support

3. Communication

- Participate in State Cub Scout Council (Vic) monthly meetings with monthly updates
- Liaise closely with State Commissioner Cub Scouts

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

1. Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in delivering the program
- Have a commitment towards the importance of activities especially outdoor activities in the Cub Scout Section
- Be inclusive in Leadership style encouraging teams to excel

2. Skills





- Be able to lead, communicate with and motivate adult Leaders
- Demonstrate planning and delegation skills
- Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills

3. Knowledge

- Have a sound Knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organizations
- Understand and demonstrate the role and responsibilities of this State Leader - Program Support Specialist support specialist role.
- Hold a Woodbadge
- Have completed Advanced training in the Cub Scout Section. Leader of Adult Advanced training is desirable but not mandatory
- Be currently working in the Cub Scout section
- Understand that this State Leader role will become the primary role for the successful applicant. The successful applicant *will retain* his/her current role as their secondary role.

