

**ROLE DESCRIPTION**

**Project Leader – Adult Appointments**

<b>Title</b>	Project Leader – Adult Appointments
<b>Reports to</b>	Assistant Chief Commissioner - Personnel
<b>Measurement</b>	Membership, Quality, Delivery, and Participation.

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Project Leader – Adult Appointments is a fixed term appointment of 12 months to support the State Leadership Team and wider Scouting community coordinate and support the appointment of new Leaders. Due to the nature of the 3 & 6 year appointment cycle, a large number of State and Region based roles are due for renewal. This role is to support the administrative coordination of these vacancies.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

## PRIMARY RESPONSIBILITIES

In conjunction with the Assistant Chief Commissioner – Personnel and the responsible commissioner for each role:

- Update and renew role descriptions to current standards
- Seek approval and arrange advertising of the role, including in Be Informed
- Receive, acknowledge and collate applications
- Supply applications to responsible
- Receive recommendations from the responsible commissioner, supporting the Assistant Chief Commissioner – Personnel with obtaining the Chief Commissioner's approval
- Arrange and coordinate the reception of change of appointment, business card, extranet access, email access and uniform forms and ensure completion of such
- Advise to our Be Informed Newsletter team the successful appointment for announcement to the Scouts Victoria membership.



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**ATTITUDE, SKILLS and KNOWLEDGE REQUIRED**

**Attitude**

1. Be enthusiastic with a strong commitment to Scouting Principles
2. Be outcome-focussed, with a strong emphasis on getting a good result for members within the organisation's frameworks
3. Commitment and delivery to maintain a professional and balanced approach in all interactions with members
4. A strong commitment to the safety of children, upholding the values of the Child Protection Policy, Adult Code of Conduct and Child Safe Statement.
5. Demonstrated commitment to confidentiality

**Skills**

1. Ability to motivate and communicate effectively
2. Ability to navigate and effectively use policies and processes
3. Proficiency with computer systems including Office 365, such as Outlook, Word and SharePoint
4. Demonstrate risk management, work health safety (WHS), Child Safety and ScoutSafe skills

**Knowledge**

1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement
2. Have some exposure to contemporary professional human resources processes, or previous administration experience

