

## SCOUTS AUSTRALIA (VICTORIAN BRANCH)



### ROLE DESCRIPTION Project Leader – Beyond

<b>Title</b>	Project Leader – Beyond
<b>Reports to</b>	Assistant Chief Commissioner – Youth
<b>Direct Reports</b>	None
<b>Measurement</b>	Membership, Quality 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 – Beyond is a fixed term appointment of 12 months to support the Assistant Chief Commissioner - Youth to implement and facilitate the Beyond Initiative. The Beyond initiative seeks to increase the number of young people taking on leadership roles in our organisation. It seeks to broaden the roles available and the mindset of young leaders to ensure all the skills, knowledge and ability cultivated in their time as youth members is not lost when they are looking for their next challenge. Due to the multifaceted involvement of the Beyond Initiative, additional support is needed to coordinate, finalise and facilitate the program to the benefit of all members. This role will also conduct the administration functions of the Beyond Initiative.

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

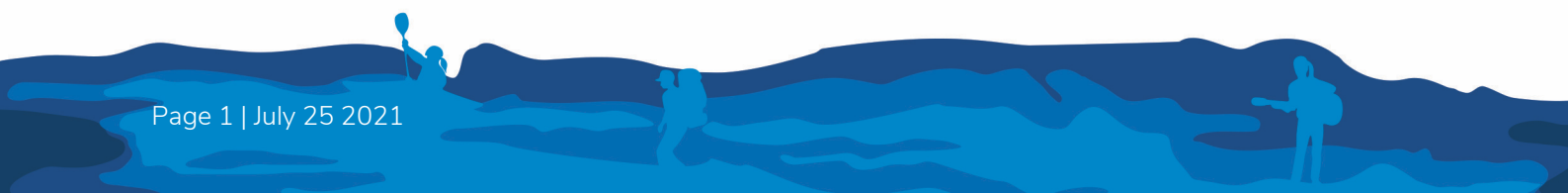
In conjunction with the Assistant Chief Commissioner – Youth.

- Be the first point of contact for enquiries relating to Beyond.
- Receive, acknowledge and collate questions, participant suggestions, prospective roles and other significant items relating to the Beyond Initiative.
- Liaise with young leaders (Rovers and other young members looking for their next challenge) to find a role they are interested in which makes best use of their time, skills, knowledge and abilities.
- Liaise with Group, District, Region and State teams to support young leaders utilising the Beyond Initiative.
- Liaise with Victorian Rovers to ensure the Beyond Initiative is promoted and accessed.
- Promote, coordinate, facilitate and support the Beyond Initiative with the support of the Assistant Chief Commissioner - Youth.
- Maintain and update the Beyond webpages on the Scouts Victoria website.
- Provide general support to the Beyond Initiative.

## 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.
6. Be approachable and comfortable liaising with a broad range of people and positions.

### **Skills**

1. Ability to motivate and support others.
2. Ability to communicate effectively and with those of all ages.
3. Ability to navigate and effectively use policies and processes.
4. Proficiency with computer systems including Office 365, such as Outlook, Word and SharePoint.
5. Demonstrate effective time management, organisation, record keeping and emotional intelligence skills.
6. Demonstrate risk management, work health safety (WHS), Child Safety and ScoutSafe skills.
7. Be able to work autonomously and to timelines.

### **Knowledge**

1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement.
2. Have a sound knowledge of Our Program.
3. Have an understanding of the Rover Section and Rover Governance.
4. Have high level understanding of marketing and communication practices.
5. Have an understanding of facilitating workshops, mentor programs or peer networks.
6. Have a good understanding of Scouts Victoria management structure.

