

ROLE DESCRIPTION
State Leader – Adult Membership

Title	State Leader – Adult Membership
Reports to	Assistant Chief Commissioner - Personnel
Measurement	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.

State Leader – Adult Membership will 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 – People and Culture 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 commissioner
- Receive recommendations from the responsible commissioner, supporting the Assistant Chief Commissioner – People and Culture with obtaining the Chief Commissioner's approval
- Arrange and coordinate the reception of change of appointment, extranet access, email access and uniform forms and ensure completion of such
- Advise the Be Informed Newsletter team of the successful appointment for announcement to the wider Scouts Victoria membership.
- Be a member of the Adults in Scouting team.

In conjunction with the Assistant Chief Commissioner – People and Culture work with Member Services on:

- Managing disclosable outcomes for police checks.
- Managing Working With Children's Check anomalies.



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- And other matters as required.

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 an understanding of Scout training requirements, and a preparedness to increase this understanding
2. Have some exposure to contemporary professional human resources processes, or previous administration experience
3. 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 which make it distinctive from other youth organizations
4. Understand and demonstrate the role and responsibilities of State Leader – Adult Appointments and have a commitment to that role
5. Have completed Scouting Leadership (formerly Advanced Training) Leader of Adults training or be willing to complete Scouting Management (formerly Basic Training) LoA training within twelve months and Scouting Leadership LoA training within two years of appointment.

