



General Manager

The Scout Association of Australia

Candidate Information Pack

Be Prepared...
for new adventure!

Introduction

A dynamic and inspiring leader is needed for the role of General Manager for the Scouts Association of Australia (Scouts Australia). The new General Manager will enhance the operating environment; build a team in the National Office who proactively support the Scouts Australia Strategic Plan and the requirements of the National Team of executive volunteers. The General Manager will **lead** and **inspire** a diverse Scouting organisation comprising volunteer leaders, employed staff and a broad range of community and government stakeholders.

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society. Scouting encourages the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self-confident and responsible citizens. This is achieved through an active, adventure based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

Scouting operates in all states and territories, delivering its program through a network of over 1400 Scout Groups Australia-wide, with a total membership of over 55,000 young people, supported by 14,000 leaders and supporters. The program is designed for all children and adults aged from 6–25 years of age. Currently the program is broken down into 5 sections: Joey Scouts (6-7), Cub Scouts (8-10), Scouts (10-14), Venturer Scouts (14-17) and Rover Scouts (18-25).

Leadership and personal development are major features of the program. Each unit delegates an increasing proportion of the leadership, decision-making and management of the program to its youth members, under the guidance and support of trained adult leaders and advisers. Scouts Australia has agreed to commence implementing major changes to the youth program to make it more contemporary and more attractive to young people.

Scouts in Australia

Scouts Australia is the national body responsible for setting national policies and rules, the training program for young people and adult leaders, and for representing Australia internationally as part of the 40 million members of the World Organisation of Scouts Movement.

Our organisation is established under a Royal Charter, with eight Branches operating in a federated model. Scouting operations are delivered by the Branches to their members.

The Scouts Association of Australia is governed by a National Council under a Royal Charter to coordinate the principles and practice of scouting across Australia. The National Council appoints a National Executive Committee to manage the business of The Scout Association of Australia. The National Executive Committee acts as the Board. All members of the National Executive Committee including the Chair are unpaid volunteers. The Chief Scout of Australia appoints The Chief Commissioner of Scouts Australia on the recommendation of the National Executive Committee. The Chief Commissioner is an unpaid volunteer who is the Chief Executive Leader of Scouting in Australia and is responsible for all matters associated with the training of Scouts in Australia.

The General Manager is the most senior paid staff member of Scouts Australia. This position replaces a position previously titled National Chief Executive. The General Manager reports directly to the Chief Commissioner of Australia for operational matters and to the Chair National Executive Committee for the management of the National Office and the 14 paid staff located in Chatswood in Sydney.

Key Stakeholders

1. Chief Commissioner of Scout Australia
2. Chair National Executive Committee
3. Honorary Treasurer and National Commissioners
4. National Executive Committee Sub-committee Chairs
5. President National Council
6. Branch Executives and senior Branch volunteers

Position responsibilities

Delight Stakeholders

Adopt a pro-active and flexible approach to stakeholders at all times

People Leadership

High-level leadership skill, including change management.

Association values and Culture

At all times, demonstrating behaviours in accordance with the Associations Scout Method and Values, in particular:

- Responsibility for oneself physically, intellectually, emotionally, socially and spiritually
- Contributing to society
- Being a strong role model for others
- Protecting young people from harm or exploitation
- Proactively caring for the environment in a sustainable way
- Demonstrating respect and equity for others
- Valuing the importance of technological innovation to benefit human society.

Strategy and Operational Management

- An understanding of key issues relating to the Not for Profit sector.
- Actively contribute to the broader Scouts Australia strategy.
- Attend National and International meetings / conferences as required.

Managing Relationships

Proactively manage stakeholder relationships, especially the close affiliation with the Chief Commissioner and the Chair of the National Executive Committee.

Develop and manage mutually beneficial partnerships with like-minded organisations, as applicable.

Process Improvement

Drive a process of continuous improvement to ensure that the National Office remains at the forefront of the delivery of Scouting both locally and on a global Scouting basis.

Compliance and Procedures

Well-developed knowledge of accounting practices and financial reporting.

An understanding of the regulatory requirements of the ANCN, ATO and other Regulators.

People Leadership

- Performance feedback from stakeholders.
- Timeliness and quality of reporting information to stakeholders including meeting papers and report.
- Demonstrable examples of leadership within the National Team environment.
- Delivery of assigned tasks completed within set timeframes and to the required standard.
- Working within an approved budget.
- The effective and efficient management of the National Office.

PERSONAL REQUIREMENTS

Behaviour Capabilities

- Outstanding communication and management skills.
- Highly developed skills in guiding, influencing and developing relationships of a diverse stakeholder base.
- Developing and using a network of internal and external relationships to help deliver the strategy.
- Clearly conveying information and ideas through a variety of media to individuals and groups in a manner that engages the audience and helps them understand and retain the message.
- Be able to prioritise tasks and manage a range of administrative functions within agreed timelines.

Knowledge/Qualifications/Experience

- Minimum of 10 years' experience working at a senior management level. Vocational Education Training sector experience is desirable
- Experience working with Boards and management committees
- Well-developed skills in the management and analysis of budgets and financial reporting
- Experience in implementation of quality and risk management systems
- A good understanding of business development including online retailing
- Business/Management Degree, or similar experience
- Relevant and Contemporary leadership training

Technology Capabilities

Demonstrable understanding of website maintenance, email systems and IT processes.

MANDATORY REQUIREMENTS

- Undertake a National Police Check and hold a valid 'NSW Working with Children Check' Card.
- Agree to and sign the Scouts Australia Code of Conduct for Adults in Scouting.
- Undertake the Scouts Australia office induction training program.
- Complete the mandatory staff E-Learning modules as soon as practical after commencing work.

Desirable Requirements

Knowledge of the purpose, method and procedures of Scouting in Australia.

Willingness to make the Scout Promise and be invested as a Scout.

Key Selection Criteria

Leadership

Demonstrated core values including respect and care for individuals, inclusiveness, and a commitment to diversity, innovation and creativity.

Demonstrate at a high level:

- The ability to inspire and influence
- Deep experience in leading by example
- The ability to work effectively with paid staff and volunteers.

Strategy and Implementation

High level skills in establishing organisational goals, developing strategic and operational plans, and driving implementation.

Compliance and legal

An ability to ensure compliance with required legislation, governance and management of personnel.

Communication and advocacy

High level written and oral communication skills.

Stakeholder management

Demonstrated capacity to negotiate policy issues.

Deep experience in engagement and stakeholder management with all internal and external stakeholders.

Public advocacy and public issues/crisis management

Demonstrated experience in and/or familiarity with advocating an organisation's position in public forums, including the media, and in defending its reputation, and the preparation of crisis and risk management plans.

Issues and change management

Advanced skills in change management and relationship development, including understanding collective decision making, flexibility to accommodate change, a demonstrated commitment to learning, developing skills and sharing knowledge, and a preparedness to be accountable

The ability to mediate and resolve leadership issues at all levels and to ensure that Scout policies including dispute resolution procedures are fairly applied.

Personal skills

High levels of personal motivation, organisational skills and acceptance of responsibility and accountability for outcomes.

Other

Conditions of engagement

The initial appointment is for up to 3 years, subject to performance outcomes, and is at the discretion of the National Executive Committee with options to extend the contract based on performance.

Time Commitment

The General Manager will be well compensated for the time that is required for this position which involves timely management of national issues, management of the Office staff, and attendance of National meetings which currently require about 10 weekends per year.

Available resources

The General Manger will negotiate an attractive salary package commensurate with the responsibilities of the position.

Process and How to Apply

All applications must be received by midnight on Sunday 19 March.

To apply, in the first instance, please e-mail your CV (in word format) including details of professional experience and/or relevant Scouting experience, to:

richard.whittington@astoncarter.com

Or you can call Richard Whittington at Aston Carter on (02) 9087 6229 for a confidential discussion.

Further steps

- After an initial screening process candidates likely to be considered for a shortlist will be invited to submit a statement briefly addressing each of the Major Responsibilities and Key Selection Criteria
- Shortlisted candidates will be asked to provide contact details for three referees. Referees will not be contacted without prior permission from the candidate.

Interviews

After initial screening and interviews of selected candidates by Richard Whittington of Aston Carter, a shortlist will be selected for interview by Scouts Australia. Panel interviews of shortlisted candidates are expected to be held on Thursday 6 April in Sydney.

Websites and further information

<http://www.scouts.com.au>

<http://www.scout.org>