



Scouts NSW

## **Position Description**

**State Commissioner  
– Adventure Centres  
& Bases  
(SC AC&B)**

## Purpose of the position

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The State Commissioner (SC) Adventure Centres & Bases is the volunteer member responsible to the Assistant Chief Commissioner (ACC) Innovation & Culture (I&C) for overseeing the use and support of adventure centres and bases and other central activity locations.

The SC Adventure Centres & Bases has one direct report and is an important resource to assist in the implementation of strategic improvements in the richness, appeal, relevance, consistency and quality of adventure centres and bases across NSW, particularly in the country Regions.

Key responsibilities include:

- Being responsible for ensuring adult members have facilities and locations allow for the delivery of adventurous activities
- Promoting, monitoring and managing adventure centres and bases across NSW
- Providing direction and guidance to the salaried Training staff with respect to facilities available to host Program delivery
- Responding in a timely manner to requests for help or support from members
- Developing and maintaining a co-operative relationship with adults in Scouting who are facilitating adventurous activities.

The SC AC&B will work closely with the SC Adventurous Activities (AA) and will interact regularly with uniformed members and supporters, as well as salaried staff, as they undertake their duties.

The SC AC&B is focused on helping ensure that Scouts NSW has adequate and bespoke, if applicable, facilities and locations that provide for the safe, effective and appealing delivery of adventurous activities through the Youth Program.

## Reporting and Relationships and Tenure

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### Direct Reporting Line

The SC AC&B reports to the ACC I&C, within the Innovation and Culture portfolio.

There is one direct report to this position – the Assistant State Commissioner (Heritage) – however will be working closely with the SC Adventurous Activities (A) to ensure locations and facilities support the delivery of adventurous activities to youth and adult members of Scouts.



## Matrix Relationship Lines

- Head of Property
- Head of Risk
- Communications and Marketing team

## Tenure

The initial term is for up to three years, inclusive of a probationary period of three months. An extension period of up to three years will be considered.

The term is subject to performance outcomes and achievements relevant to the Adult Development Plan, which is reviewed annually.

It is expected that an annual Adult Development Plan will be completed, discussed and agreed with the SC.

## Responsibilities and duties

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While carrying out the responsibilities of the role, the SC AC&B will always uphold the purpose, principles and values of Scouts Australia, will adhere to the Adult Code of Conduct, will abide by WOSM, National and State policies and will behave in accordance with the Scout Law and Promise. Importantly, the SC AC&B will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of adventurous activities within the Youth Program.

The SC AC&B will:

- Develop a strong and constructive working relationship with the SC AA and Training staff cohort to understand the future needs from adventurous activities and bases
- Liaise with SC VET and SC AA to ensure Scouts NSW has facilities and locations to support the delivery of adventurous activities
- Promote and encourage all adults in Scouting working at adventure centres and bases to complete Wood Badge training
- Develop a three-year plan for the adventure centres and bases
- Identify and implement the 'Youth Leading, Adult Supporting' principle in establishing or preparing adventure centres and bases



- Develop trusted, ongoing and strong relationships between the members at adventure centres and bases and key stakeholder groups delivering adventurous activities
- Implement modern, innovative facilities to deliver program activities
- Promote adventure centres and bases to the Scouting community
- Liaise with other members of the State Program Team to ensure that all youth members have the opportunity to fully engage in the program through ready-made locations and facilities
- Liaise with counterparts in other States and National resources for standards, guidance and expertise
- Maintain ongoing training
- Attend to other necessary functions and duties as requested

The role will require engagement with other Scouting stakeholders. Most contact will be in the evenings and on weekends. Some flexibility will be helpful for addressing urgent matters or major issues.

It is the goal of the Chief Commissioner, the Deputy Chief Commissioners, and the Board of Directors that Scouts NSW develops a culture of openness, inclusiveness, genuine teamwork and mutual assistance. All senior positions, including SC positions, will be both responsible and accountable for the generation and maintenance of this positive culture.

## Skills and Personal Attributes

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The SC AC&B, as with every member of the State uniformed team, must have a proven capacity to deliver outcomes and be a self-starter with capacity to work without close supervision.

### Essential attributes

- A personal commitment to the Aims and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law.
- High levels of personal motivation, organisational skills and acceptance of responsibility and accountability for outcomes.
- A self-starter with capacity to work without close supervision, especially in a volunteer environment.
- Ability to contribute productively, acting respectfully and with thoughtfulness to all members
- Enthusiasm for the current strategic direction of Scouts NSW



- An appropriate fit with the positive and enabling culture of Scouts NSW

### **Desirable attributes**

- Wood Badge (advanced adult Leader training) qualified OR having the willingness to undertake training and achieve the qualification within 12 months of appointment to the role.

## **Key Selection Criteria**

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The SC (AC&B) will be required to meet the following three criteria areas.

### **Knowledge and Experience**

- Sound knowledge of Scouts NSW facilities at which adventurous activities can be delivered
- Ability to build strong relationships with Region-based team members, salaried staff involved in properties and risk, and other volunteers involved in the delivery of adventurous activities
- Strong ability and interest in connecting with adult members and supporters to encourage them to promote facilities for the delivery of adventurous activities
- Sound, evidence-based judgement and accountable decision-making
- Proven track record of working hard with a strong results orientation
- Proven, successful record of effective collaboration and teamwork among adults and a diverse range of stakeholders
- Experience managing projects and budgets

### **Qualifications**

- Minimum one years of experience as a Leader of Adults in Scouting, with at least one year operating at a State or Region level, or equivalent
- A willingness to complete any requisite training as required for the position and hold a Wood Badge.

### **Accountability**

This position is important to Scouts NSW and it is essential that the SC creates the change we want to see. Therefore, a strong achievement orientation is required. The SC AC&B will be assessed on the results they achieve. Assessment will include formal annual performance reviews.

The strategic performance indicators that apply to this position include:



- Respond in a timely manner to emails
- Develop and implement plans for promoting facilities and locations that can host adventurous activities
- Undertake regular engagement with adults in Scouting delivering activities at adventure centres and bases to assist with reaching Youth Program, booking and financial outcomes
- Communicate with Region executives responsible for facilities and adventurous activities, as/if required
- Being aware and involved in the management of adventure centres and bases

For further information and background, please contact the ACC I&C.

## Meetings and Clearances

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### Meetings

Regular meetings include:

- State team meetings (2-3 times per year)
- Youth Program & Support meetings
- Relevant meetings with the SC Adventurous Activities
- Update meetings with salaried staff involved in Scouts NSW facilities
- Updates, as required, with the Training staff

### Clearances

Candidates chosen to be interviewed are required to have a current Working with Children Check clearance and have undergone a background check and a National Police Check.

