



Scouts NSW

## **Position Description**

**State Commissioner  
– Adventurous  
Activities  
(SC AA)**

## Purpose of the position

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The State Commissioner (SC) Adventurous Activities is the volunteer member responsible to the Assistant Chief Commissioner (ACC) Youth Program & Support (YP&S) for:

- Working jointly with the specialist Adventurous Activities (AA) Support Leads and with the salaried Members Services staff team to identify opportunities for member recruitment and retention
- Responding in a timely manner to requests for Program help or support from members
- Assisting Region-based contacts with AA Program answers.

The SC Adventurous Activities will support the work of the AA Leads and will interact regularly with uniformed members and supporters, as well as salaried staff, as they undertake their duties.

The SC Adventurous Activities is focused on helping adult and youth members achieve the best possible program and outcomes, specifically related to Adventurous Activities.

## Reporting and Relationships and Tenure

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### Direct Reporting Line

The SC Adventurous Activities reports to the Assistant Chief Commissioner responsible for the Youth Program & Support portfolio.

There are ten direct reports to this position, all being State Leader (SL) positions.

- SL Bushwalking, Bushcraft & Camping
- SL Alpine
- SL Vertical
- SL Cycling
- CL Aquatics
- SL Boating
- SL Paddling
- SL Flying Fox
- SL Motoring
- SL Archery



State Leader appointments in the Scouts NSW State uniformed team will predominantly hold this appointment as a secondary role – a Dual Appointment – and will hold a Primary Appointment in the frontline or within a Region or District.

The SC Adventurous Activities is responsible for overseeing the appointment and management of Adventurous Activity Guides.

### **Matrix Relationship Lines**

- Training Services

### **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 ACC Youth Program & Support.

### **Responsibilities and duties**

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While carrying out the responsibilities of the role, the SC Adventurous Activities 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 Adventurous Activities 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 Adventurous Activities will:

- Ensure Activity Teams are providing opportunities for Leaders and youth members to participate in Adventurous Activities.
  - Promote innovation and new ideas in Activities and Activity Teams.
  - Support Activity Team Leaders in regard to training requirements for their team members.



- Provide age-specific support and resources to the Regions, Groups and Units
  - Support Activities Teams to deliver youth-lead, adult supported adventurous activities.
- Ensure that members skills and knowledge gained through training and participation in Adventurous Activities are recognised through adult training and development and/or youth program pathways (as appropriate) and members are aware of the availability of nationally recognised qualifications available through the Scouts Australia Institute of Training (SAIT).
  - Implement the National Adventurous Activity Framework
- Ensure that Adventurous Activities are delivered safely and that leaders responsible for overseeing adventurous activities understand risk management processes and procedures
  - Build and support the provision of Risk Management Tools for sections around the common adventurous activities that Section Leaders can deliver
  - Ensure risk management processes are communicated to leaders
  - Ensure new leaders are aware of risk management processes related to Adventurous Activities in NSW
  - Undertake complicated checks to ensure processes are being followed and standards are maintained
- Coordinate the development and maintenance of Adventurous Activity policies and procedures with support from the State Leaders of the activity disciplines
  - Ensure that Adventurous Activity policies and procedures support the delivery of the youth program
  - Support and develop Activity Induction Processes, Standard Operating Procedures and Activity Plan Standards.
- Work with the salaried staff in the Members Services area to identify opportunities for recruitment and retention of members
- Work with the salaried staff in the Training Services area to ensure Adventurous Activity qualifications and currency are recorded in a timely manner.
- Ensure Scouts NSW website information that related to Adventurous Activities is correct and reviewed regularly
- When possible attend and assess the effectiveness of Region and State events
- Conduct regular two-way communication with local and State Leaders on the opportunities for program enhancements and delivery opportunities
- Take an active role in meetings requiring State Commissioner involvement
- 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 Adventurous Activities, 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 Adventurous Activities will be required to meet the following three criteria areas.



## Knowledge and Experience

- Sound knowledge of the Youth Program and Adventurous Activities
- Understanding of the Australian Adventure Activity Standard
- Knowledge of the relevant Vocational Education and Training Packages and the inter-relationship with Scout Training Requirements
- 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 Adventurous Activities 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 formal education outcomes for members
- Undertake regular engagement with youth members and adults in Scouting to assist with reaching education outcomes
- Communicate regularly with Region-based Program Support leads
- Opportunities for members to participate in a wide range of Adventurous Activities are available and promoted
- Adventurous Activities are delivered safely and consistently across the State as part of an adventurous, fun, challenging and inclusive youth program

For further information and background, please contact the ACC Youth Program & Support.



## Meetings and Clearances

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### Meetings

Regular meetings include:

- State team meetings (2-3 times per year)
- Youth Program & Support meetings
- Sectional Program Support meetings (bi-monthly online), if required
- Major Event meetings, if required.

### 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.

