



Scouts NSW

Position Description

State Leader – Arts
and Literature

(SL AL)

Purpose of the position

The State Leader (SL) Arts and Literature is the volunteer member responsible to the State Commissioner (SC) Educational Purpose for:

- Promoting an Arts and Literature focus in Scouting
- Working jointly with Arts and Literature 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 help or support from members
- Assisting Region-based contacts with Arts and Literature Program answers.
- Take an active role in Gang Show performances and set up

The SL Arts and Literature will support the work of the Regional Arts and Literature Leads and will interact regularly with uniformed members and supporters, as well as salaried staff, as they undertake their duties.

The SL Arts and Literature is focused on helping adult and youth members achieve the best possible program and outcomes.

The SL Arts and Literature can be a dual appointment, secondary to a primary appointment elsewhere in Scouting, preferably in the frontline.

Reporting and Relationships and Tenure

Direct Reporting Line

The SL Arts and Literature reports to the State Commissioner responsible for the Special Interest Areas portfolio.

Matrix Reporting Line

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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 Special Interest Areas.

Responsibilities and duties

While carrying out the responsibilities of the role, the SL Arts and Literature 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 SL Arts and Literature will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of the Youth Program.

The SL Arts and Literature will:

- Oversee the support of the Arts and Literature Program areas of the Youth Program across the State
- Provide age-specific Arts and Literature support and resources to the Regions, Groups and Units
- Work with the salaried staff in the Members Services area to identify opportunities for recruitment and retention of members
- Facilitate workshops to adults and youth members on the areas of Arts and Literature
- Build a community of champions (adult and youth) to promote and support Arts and Literature activities
- Identify non-members or organisations who can contribute to providing resources, support or training for Arts and Literature activities within Scouting.
- Take an active role in Gang Show performances and set up to ensure best practice in areas such as finance, resources, costumes and general expertise
- Ensure Scouts NSW website information that relates to Arts and Literature and outcomes 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 Leader 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 SL positions, will be both responsible and accountable for the generation and maintenance of this positive culture.

Skills and Personal Attributes

The SL Arts and Literature, 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 Arts and Literature.
- 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

The SL Arts and Literature will be required to meet the following three criteria areas.

Knowledge and Experience

- Sound knowledge of the Youth Program and Arts and Literature
- Willingness to develop opportunities within the Arts and Literature space for our members
- 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, or demonstrated experience operating at a senior level in another organisation
- 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 SL creates the change we want to see. Therefore, a strong achievement orientation is required. The SL Arts and Literature 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 with Region-based Program Support leads, as/if required

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



Meetings and Clearances

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.

