



Scouts NSW

Position Description

State Leader –
Cycling
(SL C)

Purpose of the position

The State Leader (SL) Cycling is the volunteer member responsible to the State Commissioner (SC) Adventurous Activities (AA) for:

- Working jointly with Specialist Cycling 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 Cycling Program answers.

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

The SL Cycling is focused on helping adult and youth members achieve the best possible program and outcomes, specifically related to Cycling opportunities.

The SL Cycling 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 Cycling reports to the State Commissioner responsible for Adventurous Activities portfolio.

There are no direct reports to this position

Matrix Relationship Lines

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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 Adventurous Activities.

Responsibilities and duties

While carrying out the responsibilities of the role, the SL Cycling 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 Cycling will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of Adventurous Activities including Cycling within the Youth Program.

The SL Cycling will:

- Lead and promote Cycling as an Adventurous Activity within the Youth Program across the State
- Ensure Scouts NSW has relevant and current Policies and Rules in place to meet required Codes
- Support Region Adventurous Activity Teams to ensure they are supporting youth of all sections to participate in Adventurous Activities (including through provision of section Activity Resources), specifically in relation to Cycling.
- Promote innovation and new ideas in Activities and Activity Teams.
- Support Activity Team Leaders in regard to training requirements for their team members.
- Support the risk management standards and undertaking of compliance checks around these standards
- Build and support the provision of Risk Management Tools for sections around the common adventurous activities that Section Leaders can deliver
- Support and develop Activity Induction Processes, Standard Operating Procedures and Activity Plan Standards.
- Provide age-specific 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
- Ensure Scouts NSW website information that relates to Cycling 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 Cycling, 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 Aim 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

The SL Cycling will be required to meet the following three criteria areas.

Knowledge and Experience

- Sound knowledge of the Youth Program and Adventurous Activities relating to Cycling
- Understanding of the Australian Adventure Activity Standard
- 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 Cycling 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.

