



# Position Description

---

<b>Job Title:</b>	State Commissioner Partnerships
<b>Reporting to:</b>	Deputy Chief Commissioner - Growth, Strategies and Group Support
<b>Relationships:</b>	Chief Commissioner, Chief Executive Officer, Region Commissioners
<b>Tenure:</b>	Three years, reviewed annually

## Purpose of the Position

The State Commissioner Partnerships is the volunteer member responsible to the Deputy Chief Commissioner - Growth, Strategies and Group Support (GS&GS) who will play a critical role in helping develop the trusted profile of Scouts across NSW, building enthusiasm for the organisation, and supporting the development of a strategic network of partners, sponsors and advocates at a state and regional level.

The position will work closely with the Chief Commissioner as the head of the organisation, as well as with the Deputy Chief Commissioner (GS&GS). This is a key position to assist Scouts NSW realise its full potential, and is available to both uniformed and non-uniformed personnel.

The SC P will:

- Support the development of strategic partners, sponsors and advocates at state and national levels – government, corporate and community - to advance the perception of Scouting in NSW
- Work with Scouts NSW regional teams to advise them on creating regional advocates for Scouting and build relationships with potential and significant regional partners
- Assist the State and Region team to achieve positive outcomes with external partners and to promote the benefits of Scouting to our partners
- Assist in the development and management of funding sources and other support of Scouts NSW
- Provide administrative support and guidance to the Chief Commissioner and the Deputy Chief Commissioner (GS&GS) to develop partnerships and networks through stakeholder management, joint planning, engagement activities, goal-setting and progress review.

## Responsibilities & Duties

The State Commissioner Partnerships will assist the Deputy Chief Commissioner (GS&GS) in five areas:

1. Operational leadership - setting the direction of Scouts NSW in developing partnerships

2. Collaborative teamwork - keeping in step with others and using digital tools to connect and communicate
3. Operational excellence - doing everything well, meeting deadlines and reporting as required
4. Prudent business management - being efficient and effective, especially when engaging outside Scouts
5. Productive performance measurement - knowing the status of our work at all times

Activities include, but are not limited to:

- Continuously build members' interest in partnerships and networks and identify and co-ordinate influential champions of partnerships and networks, particularly in the Regions, and form them into a team with a plan
- Ensure the Scouts NSW website information that relates to partnerships and networks is correct and regularly reviewed
- Attend and assess the effectiveness of Region and State events in fulfilling the partnership and network goals
- Conduct regular two-way communication with Group Leaders on the status of partnerships and networks
- Take part in any identified ongoing training

The State Commissioner Partnerships is responsible for supporting senior members of the State team in the following Key Responsibility Areas.

### Key Responsibility Area 1: Effective Administrative Support of Engagement with Sponsors

- Provide administrative support to the Chief Commissioner, Deputy Chief Commissioner (GS&GS) and the Chief Executive Officer as follow up to and in preparation for strategic discussions with potential partners and advocates from government, corporate and community organisations

### Key Responsibility Area 2: Identifying Partnership Opportunities

- Provide practical and resource support to the Chief Commissioner, Deputy Chief Commissioner (GS&GS) and Chief Executive Officer to promote Scouting outside of the organisation to advance the perception of Scouting in NSW, and to Regional executives

### Key Responsibility Area 3: Support Sponsorship Programs

- Implement the delivery of State and Region relevant programs with external partners and advocates

#### Key Responsibility Area 4: Administration and Reporting of Funding Sources

- Collect and collate information as required by Chief Commissioner, Deputy Chief Commissioner (GS&GS) and Chief Executive Officer to support and report on funding sources for the Scouts NSW strategic program of initiatives

Information on responsibilities is provided in section 1 of *The Role of a State Commissioner*.

#### Required Qualifications, Work Experience & Skills

Applicants are invited to establish a claim to the position on the basis of the following essential criteria and desirable experience or capabilities.

Essential	Desirable
Ability to contribute productively to a framework set by others	Experience working in a membership based organisation or association
An ability and confidence to engage across a multi-level organisation, especially with senior and executive members of government and corporate organisations	Knowledge of or experience in Scouting would be an advantage
Sound, evidence-based judgement and accountable decision-making and a proven successful track record of effective teamwork among adults and a results orientation	Applicants will be more successful if they bring a professional background in stakeholder engagement
Strong organisational and time management skills, an ability to work under pressure and to manage often-conflicting deadlines	Wood badge holder or willing to complete during the early part of the tenure
A high level of self-management and motivation is required, as the position will often be working without direct day-to-day supervision of duties	
Enthusiasm for the new direction of Scouts NSW, including the 2019-2022 Strategic Plan priorities of growth, retention and organisational health	
The ability to work flexibly, including some nights and weekends	

Information on desirable competency and personal attributes is provided in section 2 of *The Role of a State Commissioner*.

## Accountability

This position is important to Scouts NSW as it is key role in creating the desired change in the organisation and in our connection with the community and our supporters. Therefore, a strong achievement orientation is essential. The SC P will be assessed on the results achieved, through both informal discussions with the Deputy Chief Commissioner and a formal annual performance review.

Information on performance indicators is provided in section 3 of *The Role of a State Commissioner*.

## The Role of a State Commissioner

### Purpose

This document is intended to supplement specific State Commissioner (SC) position descriptions. It provides generic information about the responsibilities, characteristics and accountability of SCs.

Applicants for SC positions should make themselves familiar with the contents of this document. Each SC will own a clearly defined Area of Responsibility (AoR).

### Section 1: State Commissioner responsibilities

While carrying out the responsibilities of the role, the SC will at all times 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 will comply with all applicable legislative and statutory regulations. The SC will appreciate the importance of appointment reviews.

It is the goal of the Chief Commissioner and Board of Directors that Scouts NSW develops a culture of openness, inclusiveness, genuine teamwork and mutual assistance. All positions, from the Chief Commissioner down, including the SC positions, will be both responsible and accountable for the generation and maintenance of this culture. The SC must work with the Region Commissioners to propagate this culture throughout Scouts NSW.

As a SC, you will assist a mentor (a Deputy Chief Commissioner, Assistant Chief Commissioner, or their equivalent) in five areas:

### Operational leadership

- Contribute to achievement of the goals of your AoR, through the development of:
  - a program of initiative
  - a schedule of milestones

- Embody, in all actions and statements, the culture of openness, inclusiveness genuine teamwork and mutual assistance

### **Collaborative teamwork**

- Take responsibility for the effective teamwork of all volunteers with roles in your AoR
- Adopt a positive and flexible approach in dealings with others
- Work responsively, thoughtfully and supportively with Group Leaders in all Regions

### **Operational excellence**

- Help Regions, Districts or Groups to set goals and time frames for local activities in support of your AoR
- Collaborate with State and Region teams to provide resources and assistance for local activities in support of your AoR

### **Prudent business management**

- Consider, in all planning, the impact of changes on the role of Group Leaders - marshal their time and energies efficiently and effectively
- Recognise and act upon the need to build consensus and shared goals at all levels of Scouts NSW, through dialogue and regular face-to-face contact

### **Productive performance measurement**

- Develop, monitor, share and be responsible for a set of SMART performance metrics (agreed with your mentor) that will show progress towards the goals of your AoR
- Be rigorous, honest and timely in the measurement and reporting of performance against the goals of your AoR

## **Section 2: State Commissioner competency and personal attributes**

The following characteristics of competency and personal attributes are inherent in the selection criteria specified for each SC position.

### **Competence**

Ability to motivate both Youth and Adult members

Ability to regularly communicate information and ideas with both clarity and brevity

## Personal attributes

Uncompromised commitment to live by the Scout Promise and Law

An understanding of the need to prioritise the safety and experience needs of youth members

Receptive to constructive criticism, a willingness to learn from experience, and a preparedness to change

## Section 3: State Commissioner performance indicators

The SC performance indicators correspond to the five areas of responsibility of the role and will be considered during annual reviews.

---

**Operational leadership**      Achievement of the goals of your AoR

---

**Collaborative teamwork**      Positive feedback from peers and other Members

---

**Operational excellence**      Continuous improvement in processes and systems

---

**Prudent business management**      Sufficient early warning of any potential shortfalls within your AoR and contingency plans prepared in each case

---

**Productive performance Measurement**      Consistent and credible demonstration of progress throughout your appointment