



Position Description

- Job Title:** State Commissioner (Inclusion)
- Reporting to:** Deputy Chief Commissioner (Growth, Strategies and Group Support)
- Relationships:** Chief Commissioner, Region Commissioners
- Tenure:** Three years, reviewed annually

Purpose of the Position

The State Commissioner Inclusion (SCI) is the volunteer member responsible to the Deputy Chief Commissioner (DCC) - Growth, Strategies and Group Support (GS&GS) who will play an important role in ensuring that Scouting in NSW is inclusive to every member of the community who wishes to live by the Scout Promise and Law.

The SCI will:

- Raise awareness and appreciation of Scouts in influential circles in local government, media and commerce, especially among the many diverse communities
- Work with local communities, councils and associations to improve communication and information sharing to promote the value of Scouting to diverse communities in NSW
- Ensure Scouts NSW leverages contemporary social, environmental, jurisdictional and commercial factors to ensure our Youth Program and our organisation is considerate of all areas of diversity
- Consult with other adults in Scouting and provide guidance and support in order to adopt an inclusive approach in all matters affecting youth
- Support diverse groups in Scouting to ensure specific requirements are understood, addressed and shared across the state
- Create opportunities to reach out and support organisations that will result in a more diverse and inclusive youth and adult membership in Scouts NSW
- Manage the Scouts NSW relationship with cultural associations, organisations supporting medical and health conditions and people with different or special needs, generational and social groups

In performing their duties, the SCI will actively consider and address all diversity, including but not limited to:

Heritage / culture	Spiritual belief / religion
Indigenous / First Australians	Disabled / differently abled
Mental / physical health conditions	Gender
Sexual orientation / LGBTIQ+	People living with domestic violence
Single parent families	Homeless people
Generational considerations	Social / economic differences

The SCI will work alongside the Special Needs team, the Youth Program and Program Transformation teams to support the Scouts NSW commitment to inclusion.

The SCI will also work closely with the State Commissioner (Group Support Strategies), State Commissioner (Strategic Stakeholder Engagement) and State Commissioner (Partnerships), who are also members of the Growth, Strategies and Group Support team.

The SCI will achieve this by developing and implementing a comprehensive plan, covering their Area of Responsibility (AoR) and approved by the Deputy Chief Commissioner and with support by Region Commissioners.

Responsibilities & Duties

The SCI will assist the Deputy Chief Commissioner in five areas:

1. Operational leadership - proposing the direction of Scouts NSW to be fully inclusive
2. Collaborative teamwork – maintaining open, respectful and collaborative relationships with other adults and youth in Scouting, always seeking for a positive outcome for inclusiveness
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

This position comes with a budget that must be responsibly used and managed.

Activities include, but are not limited to:

- Continuously build members' interest in inclusion and identify and co-ordinate influential champions of inclusion, particularly in the Regions, and form them into a team with a plan
- Ensure the Scouts NSW website information that relates to inclusion is correct and regularly reviewed
- Attend and assess the effectiveness of Region and State events in fulfilling the inclusion goals
- Work with active groups within Scouting that address specific areas of inclusion, such as the Special Needs team
- Conduct regular two-way communication with Group Leaders on the status of inclusion
- Take an active role in the State Commissioners Advisory Council
- Maintain ongoing training
- Arrange for or support representation of Scouts NSW at important social events
- Attend to other duties as requested

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

Key Responsibility Area 1: Effective support of inclusive Scouting

- Provide practical and resource support to Groups and to Scouting Patrols to ensure that all elements of Scouting is open to and accessible by young people and adults regardless of their background, ability, location, belief or social or economic situation

Key Responsibility Area 2: Identify opportunities to partner

- Seek out and identify opportunities for Scouts NSW to partner with diverse associations and organisations across New South Wales for mutual benefit and to promote the diversity within Scouting, our philosophy of inclusion and to advance the perception of Scouting in NSW as an inclusive organisation

Key Responsibility Area 3: Seek opportunities to promote inclusion within Scouting

- Work with and through Region Offices and with State teams, including Youth Program, Fellowships and Member Support, to promote inclusion in frontline Scouting, as well as in the District, Region and State support teams and Patrols

Key Responsibility Area 4: Support the growth of specialist diverse Scout Groups

- Work closely with specialist diverse Scout Groups to support their growth and proactively lead strategic initiatives that focus on growing a diverse and inclusive Scouting footprint in NSW

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 ie. the Scouts NSW Strategic Plan 2019-2022	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 can demonstrate an understanding of diversity and inclusion

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, member experience, organisational health and a positive culture	
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 diverse community within NSW and with our supporters. Therefore, a strong achievement orientation is essential. The SC I will be assessed on the results achieved, through both informal discussions with the DCC 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 initiatives and 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