



# Position Description

<b>Title:</b>	Assistant State Commissioner - Heritage
<b>Short form:</b>	ASC H
<b>Reporting to:</b>	Deputy Chief Commissioner – Activities, Training, Fellowships
<b>Reports:</b>	State Commissioner – Activity Centres
<b>Tenure:</b>	3 years, reviewed annually

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## Purpose of the position

The Assistant State Commissioner Heritage is a volunteer member who manages the operations, reporting, budgeting, governance and compliance of Scouts NSW Heritage assets. The role is directly responsible for the effective operation of the Scouts NSW Heritage collection at Belfield, as well any other heritage and memorabilia related sites.

The overarching purpose of the role is to establish a quality of Heritage offering for the benefit of Scouts NSW members, with a particular focus of meeting the goals of the Youth Program and promoting Scouting Heritage to the wider community.

The ASC Heritage will need to ensure a proactive working relationship with Youth Program and Activities stakeholders to maximise awareness of Heritage within the Scouting membership.

## Responsibilities and duties

While carrying out the responsibilities of the role, the ASC H 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 ASC H will comply with, and ensure the implementation of all applicable legislative and statutory regulations.

The ASC H will:

- Manage and oversee the collection, retention, movement, preservation and display of historical Scout and Scout-related information in NSW, including:



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- Providing a high level of collection management, including cataloguing for searchability
- Controlling all movements of Heritage items
- Identifying items of significance and making decisions regarding disposal of excess or offline items
- Participating in decisions concerning exhibits, displays, relocations and item housing
- Manage the day-to-day operations of the Scouts NSW Heritage facility and team at Belfield, including:
  - All financial and operational aspects
  - Transparent budgeting on all financial matters
  - Identifying and encouraging alternate revenue raising methods
  - Identifying advancements in collection management
- Promote awareness and understanding of historical Scout and Scout-related information within Scouts and in the broader community
- Establish links with other NSW, national and international Scout Museums and related bodies to promote the exchange of information
- Educate and support learning across Scouts NSW on the importance of protecting historical items and information and advertise pathways to pass on such items
- Work closely with Scouts NSW professional staff on matters pertaining to archiving in order to support State Office operations and needs.

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 ASC positions, will be both responsible and accountable for the generation and maintenance of this positive culture.

Further background information about the responsibilities of the ASC H position is available from the Deputy Chief Commissioner State Activities, Training, and Fellowships.

## Selection criteria

The ASC H will be required to meet the following four criteria areas.

### Skills and Personal Attributes

- Sound knowledge and enthusiasm for Scouting history
- Strong desire to seek information on initiatives and developments in Heritage



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- Proven record of accomplishment in the effective promotion of heritage
- Ability to develop creative and innovative ideas for improving Heritage participation
- Proven ability to promote ideas, concepts and information to a wide body of clients and stakeholders
- Ability and capacity to implement organisational change
- Sound, evidence-based judgement and accountable decision-making
- Proven, successful record of effective collaboration and teamwork among adults and a diverse range of stakeholders
- Enthusiasm for the strategic direction of the organisation, including the current Scouts NSW Strategic Plan and the Chief Commissioner's seven Strategic Priorities
- An appropriate fit with the positive and enabling culture of Scouts NSW

## Knowledge and Experience

- Sound knowledge of budgeting, management and corporate governance principles
- An understanding of the current Youth Program and its direction
- Experience with museums and/or collections management

## 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
- External qualifications, and/or experience with curation, museum management and heritage would be well regarded

## Accountability

The ASC H 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:

- Develop site specific strategic plans for purpose, process and objectives for Belfield site, with annual reviews of efficacy and value to the delivery of the Scouting program and to Scouts NSW reputation (annual review)
- Assist with development and implement baseline metrics and reporting for Heritage – visitation rates, budgets, Youth Program outcomes (i.e. youth achievements, adult knowledge or qualifications), volunteer hours, and the setting and meeting of annual targets (quarterly review)



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- Undertake regular engagement with youth members and adults in Scouting to promote the operations of Scouts NSW Heritage (quarterly plan)
- Communicate with other State Activity Centres in Scouts NSW, i.e. supporting with Heritage items/expertise (half yearly activity)

For further information and background, please contact the DCC ATF.