Scouts NSW

Position Description

Assistant Project Commissioner – Implementation Assurance (APC IA)

March 2021 v1

Purpose of the position

The Assistant Project Commissioner (APC) Implementation Assurance is the volunteer member responsible to the Project Commissioner (PC) Program Transformation (PT) for:

- Assisting the PC Program Transformation and the ACC Youth Program & Support with the day-to-day execution, administration and financial control of the implementation of the Scout Youth Program in NSW
- Supporting the work of the Project Team in embedding the (new) Youth Program in Groups across NSW
- Evangelising the delivery of the (new) Youth Program
- Providing guidance to Groups which may be challenged in some aspects of the Youth Program, including the *Scouts Terrain* portal
- Coaching Region-based Youth Program mentors so they can better support Groups in their Region
- Interacting regularly with uniformed members and supporters, as well as salaried staff, as they undertake their duties.

The APC IA is focused on finalising the new Youth Program project as it stands.

Reporting and Relationships and Tenure

Direct Reporting Line

The APC IA reports through to the ACC Youth Program & Support.

There are no direct reports to this position.

Matrix Relationship Lines

- Members Services

Tenure

The initial term is for up to twelve (12) months, inclusive of a probationary period of three months. An extension period of up to twelve (12) months will be considered, if the position continues to be a valuable support position in NSW.

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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 ACC Youth Program & Support.

Responsibilities and duties

While carrying out the responsibilities of the role, the APC Implementation Assurance 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 APC Implementation Assurance will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of the Youth Program and project lifecycle.

The APC Implementation Assurance will:

- Oversee the implementation of the new Youth Program across NSW
- Ensure appropriate processes are established to coordinate the administration and financial control of the nYP Projects
- Ensure the project meets time and financial budgets
- Prepare and deliver reporting both financial and progress
- Take an active role in meetings requiring Commissioner 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 APC positions, will be both responsible and accountable for the generation and maintenance of this positive culture.

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Skills and Personal Attributes

The APC Implementation Assurance, 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 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 APC Implementation Assurance will be required to meet the following three criteria areas.

Knowledge and Experience

- Sound knowledge of the Youth Program
- 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

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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 APC creates the change we want to see. Therefore, a strong achievement orientation is required. The APC Implementation Assurance 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

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

Meetings and Clearances

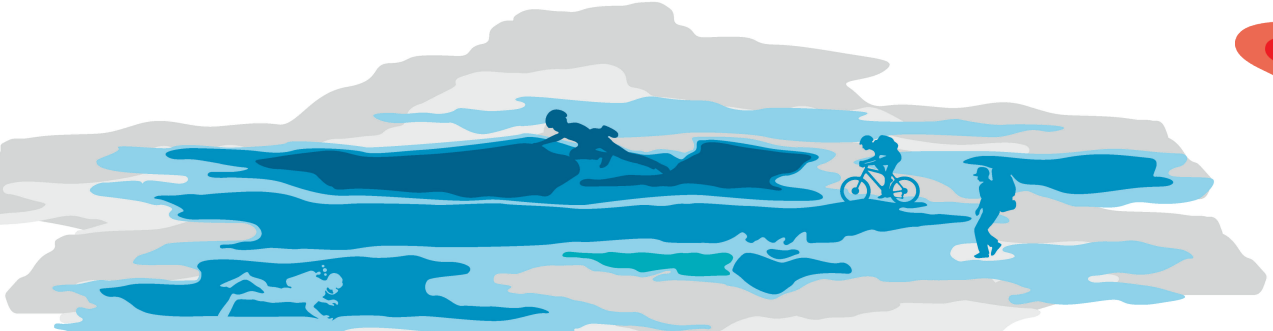
Meetings

Regular meetings include:

- State team meetings (2-3 times per year)
- Youth Program & Support meetings
- Monthly Steering Committee meetings
- Sectional Program Support 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.



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