Scouts NSW

Position Description

State Commissioner – Strategic Stakeholder Engagement

(SC SSE)

March 2021 v1

Purpose of the position

The State Commissioner (SC) Strategic Stakeholder Engagement (SSE) is the volunteer member responsible to the Deputy Chief Commissioner (Program, Youth Safety & Support) for:

- Consulting with the Chief Commissioner and the Deputy Chief Commissioners on broad membership communications from the senior leadership team
- Working with the Board Chair on strategic engagement opportunities and broad reputational matters
- Creating the 'voice' of the Chief Commissioner through the *Chief's Chat* publication
- Assisting with high level engagement and communications requirements for Scout NSW
- Coaching and/or providing guidance to the Communications and Marketing salaried team.

The SC SSE may interact with uniformed members and supporters, as well as salaried staff, as they undertake their duties.

The SC SSE is focused on helping Scouts NSW consider the wider reputational, communication and engagement opportunities and threats, and how these can be overcome by forward planning with respect to messaging and connecting with members, supporters and the broader community.

Reporting and Relationships and Tenure

Direct Reporting Line

For the purposes of the HR function, the SC SSE reports formally to the DCC PYSS. Functional interactions will be most often with the Board Chair, the Chief Commissioner and both Deputy Chief Commissioners.

There are no reports to this position.

Matrix Relationship Lines

- Head of Communications and Marketing
- Marketing and Communications Manager

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.

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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 DCC.

Responsibilities and duties

While carrying out the responsibilities of the role, the SC SSE 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 SC SSE will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to learning outcomes.

The SC SSE will:

- Continuously build members' interest in the broader contribution made by Scouts members to the community and to the world
- Work with the salaried staff in the communications and marketing area to identify and leverage channels that will support higher level engagement opportunities
- Identify and co-ordinate influential engagement champions, where appropriate
- Ensure Scouts NSW website information that relates to strategic messaging is correct and reviewed regularly
- Provide feedback and guidance to the Board and the Executive Leadership Team (CC, DCCs and CEO) on the effectiveness of engagement tactics and on considerations for future engagement or higher-level messaging
- Conduct regular two-way communication with local and state Leaders on the opportunities for formal qualifications for members
- Take an active role in meetings requiring strategic stakeholder engagement actions to be undertaken
- 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.

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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 Scouts NSW State uniformed positions will be both responsible and accountable for the generation and maintenance of this positive culture.

Skills and Personal Attributes

The SC SSE, 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.

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Key Selection Criteria

The SC SSE will be required to meet the following three criteria areas.

Knowledge and Experience

- Sound knowledge of reputational and corporate communications
- Ability to map Scouting issues with opportunities to gain support or create positive reputational outcomes
- Strong ability and interest in connecting with adult and youth members, where appropriate for this position
- 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

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

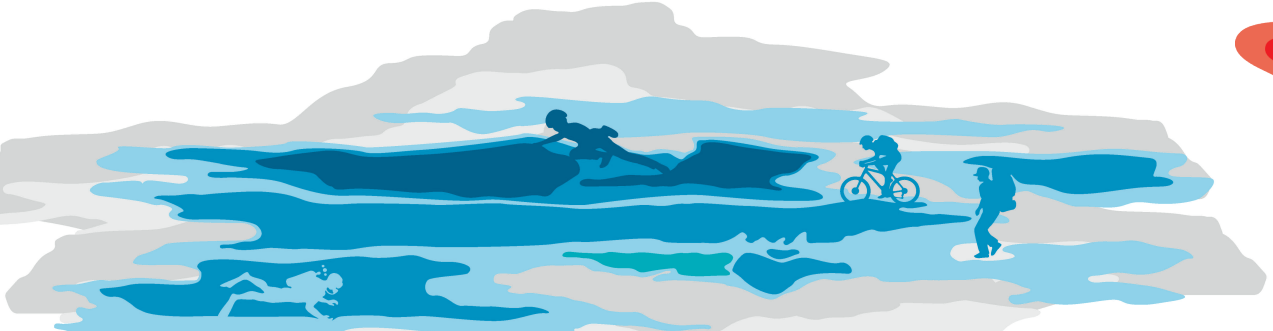
Accountability

This position is important to Scouts NSW and it is essential that the SC creates the change we want to see. Therefore, a strong achievement orientation is required. The SC SSE 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:

- Crafting of the *Chief's Chat* each month, creating a theme that responds to important messaging
- Providing ongoing inputs to the work being led by the Board Chair
- Developing and implementing plans for creating a strong message of change and shared responsibility to the membership

For further information and background, please contact DCC PYSS.



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Meetings and Clearances

Meetings

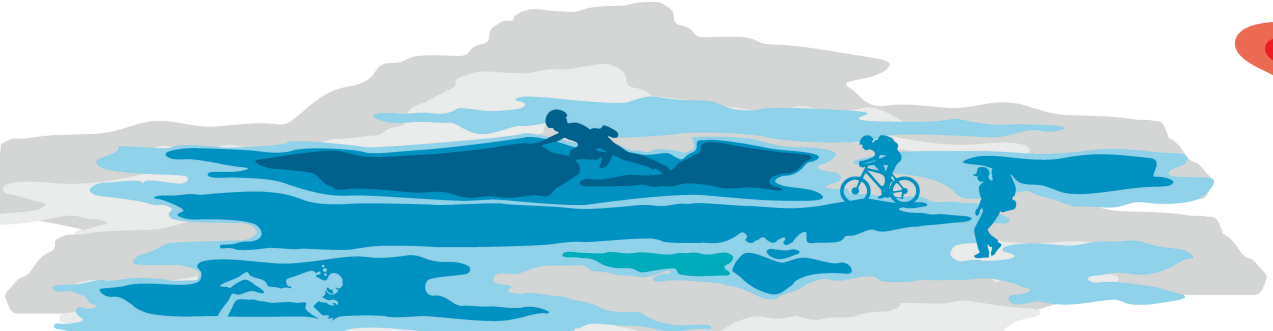
Regular meetings include:

- State team meetings (2-3 times per year)
- Board planning meetings, where appropriate
- E3 (Executive 3 – Chief Commissioner and Deputy Chief Commissioners) meeting, when invited
- E4 (Executive 4 - Chief Commissioner, Deputy Chief Commissioners and Chief Executive Officer) meeting, when invited

Given the nature of this position, the SC SSE may be invited to consult to or provide guidance for meetings specifically called to discuss messaging or engagement strategy.

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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