



**THE SCOUT ASSOCIATION OF AUSTRALIA
QUEENSLAND BRANCH INC.**

DUTY STATEMENT

TITLE OF POSITION	Branch Commissioner (Adult Training and Development)
PERSON TO WHOM RESPONSIBLE	Deputy Chief Commissioner (Adults in Scouting)
PERSONNEL FOR WHOM RESPONSIBLE	Training Administration Officer Authorised Course Leaders Members of the Training Team
LIAISON PERSONNEL	Chief Commissioner Deputy Chief Commissioners Assistant Chief Commissioners Branch and Region Commissioners National Commissioner (Adult Training and Development)

FUNCTIONS	<ol style="list-style-type: none">1. To advise the Deputy Chief Commissioner (Adults in Scouting) on all matters affecting Adult Leader training and development.2. To provide leadership and motivation to the Branch Training Team.3. To ensure the development and implementation of the National Training Scheme in the Queensland Branch.4. To carry out functions delegated by and in support of the Chief Commissioner and the Deputy Chief Commissioner (Adults in Scouting).
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DUTIES	<ol style="list-style-type: none">1. To ensure the National Adult Leader Training program is delivered effectively and efficiently within the Queensland Branch.2. To examine and advise on training needs of Leaders, at all levels throughout the Branch, meet those needs, and to keep the Deputy Chief Commissioner (Adults in Scouting) and National Commissioner (Adult Training and Development) advised on the same.4. To keep up to date with all methods of training in the Scout Movement both in Australia and overseas and in the community generally.5. To support and be conversant with the current philosophies, policies and award schemes of the Joey Scout, Cub Scout, Scout, Venturer Scout and Rover Scout Sections.
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6. To keep abreast with all developments within the sphere of Leader training in other Branches of the Scout Association of Australia.
 7. To provide enthusiastic and energetic leadership to the Branch Training Team and to hold regular meetings of members of the Training Team, geographically placed to attend such meetings.
 8. To arrange annually, a conference of members of the Branch Training Team for the purpose of presenting current training policy; the exchange of ideas, receiving additional training as a Trainer, and to cement the “team” approach to Leader training.
 9. To advise Region and Branch Commissioners on all Adult Leader training matters.
 10. In liaison with Deputy Chief Commissioner (Adults in Scouting), arrange for training of members, to be appointed to the Training Team as required.
 11. Be the Queensland representative on the National Adult Leader Training Committee.
 12. Plan courses to be held to meet Branch training needs; produce an annual training calendar by September each year and provide promotion for courses, thus ensuring maximum participation by those eligible to attend.
 13. To attend meetings of the Branch Council.
 14. To attend Region Commissioners Conferences, as required, to discuss and advice on matters affecting Adult Leader Training.
 15. To attend monthly meetings with Deputy Chief Commissioner (Adults in Scouting).
 16. Any other duties requested by and in support of the Chief Commissioner.
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CRITERIA

1. TAE40110 - Cert IV in Training and Assessment or higher.
2. Relevant experience in e-learning packages.
3. Experience in delivering training to adult participants.
4. A Wood Badge.
5. Sound knowledge of quality training and assessment processes.
6. Demonstrated experience in leading a state-wide team.
7. Possess qualifications relevant to the delivery of the Scouts Australia National Training Scheme.
8. Strong communicator (verbal and written) with the ability to use electronic communication means.