



D U T Y S T A T E M E N T

TITLE OF POSITION	Assistant Branch Commissioner (Adult Training and Development)
REPORTS TO	Branch Commissioner (Adult Training and Development)
DIRECT REPORTS	Nil
LIAISES WITH	Deputy Chief Commissioner (Adult in Scouting) Branch Commissioner (Adventurous Activities) Branch Adviser (Training) Region Commissioners District Commissioners Qld Members of the Training Team Authorised Course Leaders Branch Support Office Staff
DELEGATIONS	
MEASUREMENTS	Number of Complementary Courses run in each Scout Year
PURPOSE	This role is to assist the Branch Commissioner (Adult Training and Development) (BC(AT&D)) effectively and efficiently deliver the National Training Program within Queensland Branch to Leaders recruited to support and lead our Youth Members.

PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in the training and equipping adult members and supporters to deliver Scouting in line with the training curriculum of the Scout Association of Australia and any approved Scouts Queensland variations or additions.2. Organise the development, scheduling and delivery of complementary training Courses such as First Aid, Mental Health First Aid, Committee Development etc3. Collaborate with the BC (AT&D) on all matters affecting adult members and supporter training in Qld.4. Assist the BC (AT&D) in developing and leading the members of the National Training Team within Scouts QLD to deliver training that is effective, relevant to Leaders and using contemporary practices.5. Assist in the arranging of regular (generally annually), conferences for Qld members of the National Training
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Team, to bring all members up to date with changed curriculum, policies and requirements, receive additional training as a Trainer, exchange ideas and to develop team cohesion and motivation.

6. Assist with the preparation of a rolling 18 month training calendar to meet the Branch planned training needs.
7. Keep up to date with all developments in
 - a. National training curriculum,
 - b. The Youth Program, and
 - c. Training methods
8. Attend Meetings and Conferences as required
9. Undertake specific additional duties as requested by the BC (AT&D)

CRITERIA

1. A personal commitment to the Aim 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.
2. Be enthusiastic and able to motivate, build, lead, and chair teams involving both youth and adults.
3. Be inclusive in leadership style.
4. Be able to communicate effectively with all levels in Scouting.
5. Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
6. Be able to mediate, carry out investigations, write reports, and make recommendations.
7. Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.

ROLE SPECIFIC CRITERIA

1. Hold a Program Support Leader (Leader of Adults) wood badge or be prepared to complete Program Support Leader training within 12 months of appointment.
 2. Have completed the relevant training required for the role or be prepared to complete within 12 months of appointment.
 3. Experience in delivering training to adult participants.
 4. Have a sound knowledge of the current Leader Training Program.
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