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

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| <b>TITLE OF POSITION</b> | Group Leader  |
| <b>REPORTS TO</b>        | District Commissioner   |
| <b>DIRECT REPORTS</b>    | Section Leaders of the Group<br>Group Committee Chairperson   |
| <b>LIAISES WITH</b>      | Group Support Committee<br>Section Leaders<br>Other Group Leaders<br>District Leaders   |
| <b>DELEGATIONS</b>       | Recruitment and proposals for appointment of Section Leaders<br>Financial approvals within the Branch Delegations Policy QBSI 9.14 and agreed Group Budget  |
| <b>MEASUREMENTS</b>      | Count of Youth Membership and average membership duration<br>Count of Adult Leader Membership and average membership duration<br>Adult Leader Training Completion<br>Blue Card compliance<br>Financial and property return submission<br>Nomination of Adult members for Adult Recognition Awards |
| <b>PURPOSE</b>           | To effectively and sustainably manage the Scout Group to achieve the Purpose of Scouting and its relationship with the community.   |

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| <b>PRIMARY RESPONSIBILITIES</b> | <ul style="list-style-type: none"><li>• Develop and maintain a Scout Group within the local community</li><li>• Responsible, through Section Leaders, for the welfare, progress and training of young people within the Group</li><li>• Recruit and arrange training of adequate, competent and committed Leaders for the Group, and have Adult Development Plans in place with all Leaders</li><li>• Monitor the delivery of the Youth Program for young people to be assured that it is delivered in accordance with the program performance standards and safety standards of the Association</li><li>• Encourage the effective operation of a Group Support Committee to provide financial and physical resources</li><li>• Prepare and maintain the Group Plan and obtain agreement of the District Commissioner for its implementation</li></ul> |
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- Assess and manage the performance of all Leaders in the Group as part of managing the staffing function and take necessary action to provide adequate quality of leadership within in the Group
  - Nominate Adult Recognition Awards for suitable and eligible uniformed and non-uniformed personnel
  - Make certain that the Group operates in accordance with the Association's Policy and Rules, and Queensland Branch Scouting Instructions (QBSI)
  - Facilitate effective communication among the Leaders of the Group and Chair of the Group Support Committee
  - Establish a friendly atmosphere in the Group and that in particular new youth and adult members and their families are made to feel welcome.
  - Co-operate with and maintain good relations with other youth organisations in the community.

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#### **CRITERIA**

- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
- Be enthusiastic and able to motivate, build, lead, and chair teams among both youth and adults.
- Be inclusive in leadership style.
- Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
- Be able to communicate effectively with all levels in Scouting and be capable of public speaking within the community.
- Be able to mediate, carry out reviews, write reports, and make recommendations.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.

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#### **ROLE SPECIFIC CRITERIA**

- Hold or be prepared to complete Program Support Leader Proficiency training within twelve months and the Wood Badge training within three years of appointment.
- Have the ability to effectively manage the group.
- Relevant management qualifications or experience would be highly desirable.