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

<b>TITLE OF POSITION</b>	Branch Commissioner Youth Program Insights
<b>REPORTS TO</b>	Assistant Chief Commissioner Youth Program
<b>DIRECT REPORTS</b>	Branch Adviser (Scouting Systems)
<b>LIAISES WITH</b>	Chief Commissioner's Council Queensland Branch Youth Program Team National Youth Program Team Region Commissioners Other Branch Section Commissioners Branch Support Office Staff
<b>DELEGATIONS</b>	As per delegation's manual
<b>MEASUREMENTS</b>	As negotiated in the Individual Adult Volunteer Plan (IAVP) referencing the Scouts Queensland Strategic Plan 2023-2028
<b>PURPOSE</b>	<p>The purpose of this role is to lead the ongoing and continuous review of the Youth Program in Queensland, design of any changes required and supporting their adoption by the relevant approving bodies.</p> <p>This includes the analysis of trends in the program and making recommendations on focus areas for both general leader and activity specific skills training for adult leaders who deliver the program.</p>

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Lead the ongoing and continuous review of the Youth Program in Queensland, in line with the principles of One Program, One Journey and the educational objectives of Scouting.</li><li>• Provide evidence-based recommendations for changes to the Youth Program (and associated implementation plans as required) to the Queensland Branch Youth Program Team, Queensland Chief Commissioner's Council and the National Youth Program Team.</li><li>• Drive all aspects of the Strategic plan as related to the Youth Program, specifically the "membership experience" pillar.</li><li>• Earn the reputation as an expert in the Youth Program in Queensland by working closely with other Branch Team</li></ul>
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members on matters relating to the design and implementation of the Youth Program.

- Be available as a reference person for members of the Chief Commissioner's Council and Branch Youth Program team on all matters relating to the Youth Program.
- Keep abreast of Community attitudes and concerns and professional areas of interest relevant to Youth Programs and in particular the Review.
- Recruit assistance for specific projects, in consultation with the Assistant Chief Commissioner, Youth Program
- In consultation with the Assistant Chief Commissioner, Youth Program, represent Queensland Branch at the National Youth Program meetings.
- Be responsive to enquiries made to you by having a target response time to phone calls and text messages of 1 day, and emails 1 week (for clarity, these are the expectations for acknowledgement, not resolution of the enquiry).
- Participate in the Monthly Branch Youth Program Team.
- Participate in the Annual state-wide leader development days organised by sectional commissioners to support the ongoing development of front-line leaders.
- Participant on an as required basis. Any meetings, forums or conferences required to present findings and recommendations for improvement to the Youth Program (this is anticipated to be an ad-hoc requirements).
- Undertake other projects or duties from time to time, as a member of the Branch Team, as agreed with the Chief Commissioner and/or the Assistant Chief Commissioner Youth Program.
- Any other duties requested and in support of the Chief Commissioner's Council and/or the Assistant Chief Commissioner Youth Program

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## CRITERIA

- A personal commitment to the Vision and Mission 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
- 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 mentor teams among both youth and adults.
- Be inclusive in leadership style.



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- 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.
  - 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.
  - Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.
  - Have a sound understanding of Child Safety in accordance with Queensland Branch Policies, Principles, Standards and Procedures.
  - Proven ability to priorities workloads and multitask to ensure commitments are filled 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 from appointment and the Wood Badge training within three years of appointment.
- Have an exceptional understanding of (and be widely recognised as a subject matter expert in) the Youth Program.
- Be Proficient in various techniques for soliciting and managing feedback from various stakeholders (both Youth and adults).
- Be Proficient in analysing and refining feedback into key messages and action plans for implementation.
- Be able to analyse data to form meaningful insights that enable informed decision making by wider teams and stakeholders
- Workplace based management experience would be beneficial