



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

TITLE OF POSITION	Branch Adviser (Cub Scouts)
REPORTS TO	Branch Commissioner (Cub Scouts)
DIRECT REPORTS	Nil
LIAISES WITH	Branch Advisers in other Sections Section Representatives at Region and District Level Equivalent roles in other Branches Branch Support Office Staff
DELEGATIONS	As per the Delegations Manual
MEASUREMENTS	As negotiated in the Individual Adult Volunteer Plan (IAVP) referencing the Scouts Queensland Strategic Plan 2023 - 2028
PURPOSE	The purpose of this role is to provide support to the Cub Scout Section within Queensland Branch and assist the Branch Commissioner Cub Scouts in representing and providing advice on matters relating to the Cub Scout Section within Queensland Branch.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Provide operational support and leadership in the Cub Scout Section throughout Queensland to deliver an active fun, adventurous, challenging, and inclusive Youth Program that highlights and centres on youth activity.• Support the change management process for ongoing updates to the Youth Program within the Cub Scout Section.• Earn the reputation as an expert in this support area.• Support all aspects of the Strategic Plan related to the Cub Scout section in line with the principles of One Journey, One Program, and the educational objectives of the program.• Promote the recruitment and retention of youth members and adult leaders in the Cub Scout Section and into the Scout Section.• Activity participant in a Cub Scout Section team (Inclusive of all regions and districts) that delivers value to the membership and the Branch.• Provide Advise to Regions, districts, Groups and Units on matters relating to the Cub Scout Section.• Identify and develop a potential successor for the role.• Be responsive to enquiries made to you by having a target response time to phone calls and text messages of 1 day, and emails of 1 week. (For clarity, these are the
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expectations for acknowledgement, not resolution of the enquiry).

- Actively Participant in the following
 - The Monthly Branch Youth Program Team.
 - Monthly State-wide Cub Scout Leader Forum/council.
- Working with the Branch Commissioner Cub Scouts
 - Support the planning and execution of events for the Cub Scout section including Statewide activity days and Leader Development days.
 - Attend and/or support any other activities being organised for the Cub Scout Section.
- Any other duties requested by the Branch Commissioner Cub Scouts and/or Assistant Chief Commissioner Youth Program.

CRITERIA

- 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
- 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.
- 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 Qld. Branch Policies, Principles, Standards and Procedures.
- Proven ability to priorities workloads and multitask to ensure commitments are filled in a timely manner.



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 a very solid-understanding of the Youth Program.
- Have a demonstrated ability to work effectively with youth in the Cub Scout Section.
- Previous experience in the Cub Scout Section.
- Management experience (workplace or scouting) would be beneficial.