



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

TITLE OF POSITION	Branch Adviser (Program Resources)
REPORTS TO	Branch Commissioner Program Insights
DIRECT REPORTS	Nil
LIAISES WITH	All members of the Branch Youth Program Team Section Leaders of Units within Queensland Branch Region and District Commissioners and their Teams Equivalent roles in other Branches Branch Support Office Staff, especially the Brand and Marketing Support Team
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 this role is to provide support to the Branch Youth Program Team in the development of program resources that are consistent with the Youth Program and the Brand guidelines.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• A Provide support in the development of program resources including sample programs, activity sheets and any other documentation required for the delivery of the Youth Program. This includes ensuring:<ul style="list-style-type: none">• Documents are “fit for purpose”• Are understandable for the target audience (noting that the audience may have varying levels of formal education) and• Are presented in a professional manner consistent with the Scouts Australia Brand Handbook.• Activity in this role will be supporting various projects sponsored by other members of the Youth Program Team.• Support all aspects of the Strategic Plan related to the Youth Program in line with the principles of One Journey, One Program and the educational objectives of the program.• 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 expectations for acknowledgement, not resolution of the enquiry).• Actively Participant in the following<ul style="list-style-type: none">• The Monthly Branch Youth Program Team
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- As requested in Project specific meetings, discussions and activities.
 - As requested in the Section Annual state-wide leader development days hosted by the different sections to support the ongoing development of front-line leaders to deliver programs to youth members.
 - Any other duties requested by the Branch Commissioner Program Insights and/or the 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 to 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 demonstratable experience in development resources and materials that are targeted at (and suitable for) a specific audience.



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- Have a very solid understanding of (and demonstrable experience in the development of) the Microsoft Office platform. Use of software tools not owned and supported by Scouts Queensland is discouraged.