



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

TITLE OF POSITION	Branch Adviser (Program Support)
REPORTS TO	Assistant Chief Commissioner (Youth Program)
DIRECT REPORTS	Nil
LIAISES WITH	All members of the Branch Youth Program Team Section Leaders of Units within Queensland Branch Qld Branch Diversity & Inclusion Team 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 this role is to provide support to section leaders with how to modify youth program to accommodate individual needs of youth members in units. This includes provision of advice on how to manage youth with different behaviours and how to implement the concepts of “reasonable adjustments” to the Youth Program.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Provide operational support and advice (“Phone / Email a friend”) to Adult Unit Leaders throughout Queensland on how to support a Youth Member requiring adjustments to the Youth Program to manage that member’s physical and behavioural requirements, whilst still achieving an active, fun, adventurous, challenging, and inclusive Youth Program that highlights and centres on youth activity. It is anticipated that the majority of support will be provided to Joey Scout & Cub Scout sections.• Work with the Scouts Qld Diversity & Inclusion team to develop and refine relevant policies and guidelines and provide that team advice on the Youth Program.• Earn the reputation as an expert in this support area.• Support all aspects of the Strategic Plan related to the 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 various sections and into the following age-based section (or adult leader roles for Rovers).• Identify and develop a potential successor for the role.
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- 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
 - The Monthly Branch Youth Program Team
 - 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.
 - As reasonably requested, Region and District organised leader development days.
 - Any other duties requested by 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 with Qld. Branch Policies, Principles, Standards and Procedures.



ROLE SPECIFIC CRITERIA

- Proven ability to priorities workloads and multitask to ensure commitments are filled in a timely manner.
- 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 who require support.
- Previous or lived experience in supporting youth with differing needs would be beneficial.