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 Information Technology 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 for the use of Microsoft 365 technology in the delivery of the Youth Program. This includes the development of resource repositories and assisting activity organisers use technology when planning activities.

PRIMARY RESPONSIBILITIES	• Provide operational support and advice throughout Queensland Branch on how to use technology to support the delivery of the Youth Program. This could include (but not limited to
	   • Development of repositories of resources to support the delivery of the Youth Program
	   • Development of Forms, Power Automate Flows, and reports to collect and report information from Activities. And
	   • Provision of training and support to other leaders so they can build skills in these technologies.
	• Earn the reputation as an expert in these applications and their use of in Scouting.
	• 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
  - 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.
- 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 very solid understanding of (and demonstratable experience in the development of) the Microsoft365 platform, specifically SharePoint, Forms, Power Automate and Power Apps (or similar transferable knowledge from other similar platforms).
- Very sound and demonstratable experience in ICT security processes and practice.