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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Branch Adviser (Member Experience)
<b>REPORTS TO</b>	Deputy Chief Commissioner (Member Experience)
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH</b>	Chief Commissioner Assistant Chief Commissioners Branch Team Members Region and District Team Members
<b>DELEGATIONS</b>	Nil
<b>MEASUREMENTS PURPOSE</b>	As negotiated The purpose of this role is to provide support to the Chief Commissioner and Deputy Chief Commissioner (Member Experience) and their Teams in dealing with matters affecting Scouting and young people in Queensland.

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• To support the Deputy Chief Commissioner (Member Experience) in dealing with matters affecting members and their involvement in the Queensland Branch</li><li>• To respond to enquiries and requests as requested by the Deputy Chief Commissioner (Member Experience) or Chief Commissioner in a timely manner for support to members</li><li>• To provide leadership and motivational support to all adult leaders and youth as appropriate within Queensland Branch</li><li>• To take ownership of specific projects as directed by the Deputy Chief Commissioner (Member Experience) in relation to providing support to members</li><li>• Attend meetings as required</li><li>• To continue to support global and Asia-Pacific Region Scout initiatives as requested by World Bureau and Regional Support Centre Senior Staff</li><li>• Undertake other duties as requested or agreed by the Chief Commissioner or Deputy Chief Commissioner (Member Experience).</li></ul>
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<b>CRITERIA</b>	<ul style="list-style-type: none"><li>• 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</li></ul>
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- 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 prioritise 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 previous experience in at least one section
- Have a good understanding of the Youth Program and how it applies to the various youth Sections
- Relevant qualifications or experience in the development of resources suitable for some of the sections
- Experience in the use of Microsoft office products.