



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

TITLE OF POSITION	Branch Commissioner (Adult Learning and Development)
REPORTS TO	Assistant Chief Commissioner (People and Culture)
DIRECT REPORTS	Assistant Branch Commissioner (Adult Training and Development Resources) Assistant Branch Commissioner (Adult Training and Development Transformation) Branch Adviser (Training Adventurous Activities)) Scouts Queensland Members of National Training Team Authorised Course Leaders
LIAISES WITH	Chief Commissioner Assistant Chief Commissioners Branch Commissioners (Vocational Education and Training) Branch Commissioner (Adult Skills Enhancement) Branch Commissioner (Adventurous Activities) Branch Support Office Staff National Commissioner (Adult Training and Development) Region Commissioners District Commissioners SAIT Assessors SAIT Leadership Team QLD Branch Rover Council – Training & Development Officer Assistant District/Region Commissioners – Adult Training and Development
DELEGATIONS	As per Delegations Manual
MEASUREMENTS	As negotiated in the Individual Adult Volunteer Plan (IAVP) referencing the Scouts Queensland Strategic Plan 2023-2028
PURPOSE	This role is to lead the development and delivery of training for skills-based and competency-based appointments, including Wood Badge and Adventurous Activity pathways within Scouts Queensland.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">Implement a training program to equip adult members to deliver Scouting in line with the training curriculum of the Scout Association of Australia and any approved Scouts Queensland variations or additions.

- Promote a culture of training and continuous skills development while understanding the time restraints experienced by modern volunteers.
 - Develop and lead Scouts Qld members of the National Training Team to deliver training that is effective, relevant to members and using contemporary practices.
 - Arrange regular (generally annual) conferences for Scouts Qld members of Training Team, to maintain a consistent knowledge of current curriculum and policies; and to develop team cohesion and motivation.
 - In collaboration with the Assistant Chief Commissioner (People and Culture), and the Branch Commissioner (Adventurous Activities) (where appropriate), identify and recommend appointments of Qld leaders to the National Training Team.
 - Lead the preparation of a rolling training calendar to meet the Branch planned training needs.
 - Lead the development, packaging and maintenance of training content to support training delivery.
 - Review and maintain training related processes to align with national requirements, meet the needs of Qld program delivery, and enable a simple and flexible member experience.
 - Provide information to members of Qld Branch on training matters and specific advice in response to members training questions.
 - Support Branch Commissioner (Vocational Education and Training) to promote and identify opportunities for adult and youth members to achieve Vocational Education Training (VET) qualifications.
 - Work closely with Branch Commissioner (Adult Skills Enhancement), and other Branch Commissioners, to create consistent messaging for members regarding scouts training and development opportunities.
 - Represent Scouts Queensland at National Training Committee meetings.
 - Attend monthly People and Culture team meetings to participate sharing of ideas and activities.
 - Other duties as requested by the Assistant Chief Commissioner (People and Culture).
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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.



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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 completed in a timely manner.

ROLE SPECIFIC CRITERIA

- Hold a Program Support Leader (Leader of Adults) wood badge or be prepared to complete Program Support Leader training within 12 months of appointment.
- Experience in delivering training to adult participants.
- Have a sound knowledge of the current Leader Training Program.