



Position Description

South Coast & Tablelands Region

Scouts Australia (NSW Branch)

Position title:	Region Commissioner – Program Support (Cub Scouts)
Primary Purpose:	<p>The Region Commissioner – Program Support (Cub Scouts) is a volunteer role who has primary responsibility for the quality delivery of the youth program within the Cub Scout Section across the Region. They will help the Deputy Region Commissioner Youth Program to successfully implement the new Youth Program and encourage membership growth across the Cub Scout Section.</p> <p>The Region Commissioner – Program Support (Cub Scouts) will promote youth leadership via the Region Cub Scout Youth Council and support Cub Scout Units and District Program Councils through the provision of program resources, activities and events; such as the annual Region Cuborette.</p> <p>The Region Commissioner – Program Support (Cub Scouts) will encourage the training and development of Cub Scout Leaders via the Region Palaver and support the Cub Scout Section by regularly engaging with Group Leaders, the Region Youth Program Team and State Youth Program Team.</p>
Reports to:	Deputy Region Commissioner Youth Program
Directs Reports: (positions reporting to this role)	District Leaders Youth Program (Cub Scouts)
Tenure:	The appointment is for three years, with Adult Development Plans reviewed annually. Appointments are reviewed regularly (at least every 3 years) and can be extended at 3 yearly intervals, subject to appointment review outcomes.
Key stakeholders:	<ul style="list-style-type: none"> • State Commissioner - Sections • Cub Scouts • Cub Scout Leaders • District Leaders Youth Program • Region Cub Scout Youth Council • Group Leaders • District Commissioners • Region Youth Program Team • Region Commissioner • Deputy Region Commissioners • Region Youth Commissioner • Region Office Manager
Position Responsibilities:	

- The Region Commissioner – Program Support (Cub Scouts) will have responsibility for (but not limited to) the following:
- Manage the delivery of the Youth Program for the Cub Scout Section within the Region, with the assistance of Cub Scout Leaders, District Leaders Youth Program and the Region Youth Program Team.
 - Provide program support for the Cub Scout Section in the delivery of the Youth Program.
 - In conjunction with the Region Youth Commissioner, conduct Region Cub Scout Youth Council meetings to encourage youth leadership and engagement in programming and decision making.
 - With the assistance of the Region Commissioner Major Events, plan and coordinate Region Cub Scout activities and major events, including the Region Cuborette, Region Jamborette Visitors Day and other activities and events.
 - With the assistance of the Deputy Region Commissioner Youth Program, plan and coordinate the annual Region Palaver, a training and development weekend for all Scout Leaders in the Region.
 - With the assistance of the Deputy Region Commissioner Youth Program, implement a development plan for the Cub Scout Section, focusing on membership growth and program delivery quality and standards.
 - With the assistance of the Region Commissioner Adult Training & Development and Cub Scout Leaders, plan and deliver Youth Leadership courses for Cub Scouts across the Region.
 - Develop resources that support Leaders to deliver the Youth Program and publish these on the Region website.
 - Support Districts in the implementation of new and revised methods of program delivery.

- Keep the Deputy Region Commissioner Youth Program regularly informed of any initiatives, risks or issues regarding the delivery of the Youth Program for the Cub Scout Section in the Region.
- Together with the Deputy Region Commissioner Youth Program, assess the quality and performance of the Cub Scout Section across the Region, on an annual basis.
- Ensure a Personal Leader Adviser (PLA) is appointed for each new Cub Scout Leader, in collaboration with the Region Commissioner Adult Training and Development.
- Develop an Adult Development Plan (ADP) and review it on an annual basis, in conjunction with the Deputy Region Commissioner Youth Program.
- In conjunction with the Region Commissioner Adult Training & Development, encourage Cub Scout Section Leaders to complete their Training to Wood Badge level.
- Visit Cub Scout section meetings and activities, and provide advice regarding quality, standards and program experience.
- Promote, establish and maintain strong working relationships with the Deputy Region Commissioner Youth Program, Region Youth Program Team, Region Youth Commissioner, District Commissioners, Region and District Teams, Region Office Staff, State Commissioner Sections and other Region Commissioners Cub Scouts to support to Groups, Leaders and Youth members.
- Ensure the Cub Scout Section delivers an Adventurous, Fun, Challenging and Inclusive Youth Program Experience.
- Measure the Youth Program Experience via feedback from Cub Scouts, Cub Scout Leaders and Cub Scout parents/guardians.
- Promote youth health, safety, diversity and inclusion throughout the Cub Scout Section.
- Provide regular communication and social media updates to the Cub Scout Section, using a variety of digital channels.
- Provide Cub Scout Section perspectives for the development of the Region Strategy.
- Uphold the purpose, principles and values of Scouts Australia; adhere to the Adult Code of Conduct and Ethics; comply with all WOSM, National and State policies and behave in accordance with the Scout Promise and Law.
- Comply with all applicable legislative, regulatory and statutory obligations.
- Undertake other projects and responsibilities as negotiated with the Deputy Region Commissioner Youth Program.

Qualifications, Skills and Experience:

- A strong understanding and commitment to the Aims and Principles of Scouting.
- Knowledge of the Cub Scout Section as it relates to the Youth Program.
- Be prepared to complete a Leader of Adults Wood Badge within twelve months of appointment.
- Enthusiastic and able to motivate, inspire and lead others, both youth and adults.
- Ability to communicate with all levels in Scouting and the community, including strong interpersonal skills.
- A commitment to serving young people.
- Demonstrated organisational and administrative skills.
- Demonstrated ICT skills in relation to communication and data management.
- The ability to achieve results through collaboration, teamwork and accepting responsibility.
- The ability to work both independently and as a part of a team to achieve goals within set timeframes.
- Qualifications and/or experience in Youth Development, Program Delivery, Leadership, Management or related fields.

Meetings and Conferences:

- Region Commissioners Council
- Region Cub Scout Youth Council
- Region Youth Program Team meetings
- Region Annual Report Presentations (AGM)
- State Palaver
- State Commissioner - Sections meetings

Cadence:

- ➔ Two weekends per year
- ➔ Annually
- ➔ Monthly
- ➔ Annual
- ➔ Annually
- ➔ As required

Note: Meetings are usually held face to face or via electronic means (eg: MS Teams, Skype or teleconference). Conferences such as the Region Commissioners Council are conducted over weekends and are either held at Mt Keira Scout Camp or another mutually agreed venue throughout the Region.

Authority and Agreement

Developed by:	Deputy Region Commissioner HR & Communications	17 July 2019
Approved by:	Region Commissioner, South Coast & Tablelands Region	17 July 2019
Agreed by:	Region Commissioner Cub Scouts	? ??? 2019