



Scouts
AUSTRALIA

ROLE DESCRIPTIONS

PROGRAM SUPPORT ADULT LEADERS

Following the development of the Youth Program (2021) a review was conducted of the Program Support Leaders Role Descriptions (RDs). These RDs were based on analysis conducted by the National Adults in Scouting Committee in consultation with the National Youth Program Team and National Training Committee.

It is recognised that some minor tailoring may be required to meet Branch requirements. However, these RDs provide a baseline for Adults in Scouting supporting Youth Program Adult Leaders. These RDs were approved the National Operations Committee on 26/11/2022

GROUP LEADER

ROLE TITLE	Group Leader
FORMATION	<<NAME OF FORMATION>>
REPORT TO	<<NAME OF TEAM LEADER>>

ROLE OBJECTIVE:

The Group Leader's (GL) role is to lead a Scout Group, being a collection of Scout Units, so that Youth Program Leaders can support delivery of the Scout Program to young people, the Units grow and provides impact and influence in the local community in which it operates. The GL will ensure that at all times this is done in accordance with the Purpose, Principles and Method of The Scout Association of Australia.

KEY STAKEHOLDERS:

- Youth Program Participants¹
- Parents, friends and family members
- Youth Program Adult Leaders in the Group
- Group Support Committee
- Other Group Support structures
- Local community groups, including local government

POSITION RESPONSIBILITIES:

In defining the responsibilities of a GL, the key focus centres around providing "leadership" for the members in the Group and more widely in the local community. It is less about "managing" tasks and things which should be the responsibility of others within the Group structure (e.g., Assistant Group Leader, Group Support Committee, etc) supported (in need) by the GL.

Fundamentals and Program

- ✓ Own and lead the Group Plan with a primary focus to sustainably increase all levels of membership to make Scouting available to more young people in the community
- ✓ Promote, in consultation with the Group Council², the welfare, progress and development of young people within the Group
- ✓ Ensure that adequate adult staffing of Units and the Group Support Committee is in place to deliver the full scouting program and help facilitate the required Adult Training and Development for those members to achieve the necessary proficiency
- ✓ Undertake the required appointment identification/recommendation, onboarding, monitoring, evaluation, feedback and recognition of the Adult Membership of the Group to ensure a high level of engagement, and satisfaction is achieved. In particular, enabling the Individual Adult Volunteer Plan (IAVP) process framework

¹ This includes Rover Scouts where they are attached to the Group

² Group Council is the collective term for a regular gathering of the Youth Program Leaders (both Adult Leaders and Youth Leaders) in the Group

- ✓ Establish and maintain strong constructive relationships with the families of Scouting members
- ✓ Ensure the Why (Purpose), What (Activities) and How (Method) of Scouting is understood by all adult members and advocate for a program that actively adopts a Youth Leading/Adult Supporting mantra
- ✓ Ensure that the Purpose of Scouting is understood by adult members in the context of Scouting's Educational Objectives and [SPICES](#) for the relevant age group
- ✓ Promote the principle of Plan>Do>Review> across the Group and ensure this is embedded in the operations of the Group Council, Group Support Committee and Units
- ✓ Actively represent Scouting in the local community and forge strong and sustainable relationships with local government and other community groups to add value to Scouting locally

Scouting Policies and Procedures

- ✓ Ensure that Scouting's compliance requirements in the Group are met, including (but not limited to) Child Safety, Work, Health and Safety and Risk Management so that an environment where all members in the Group have the right to, and are able to feel safe is maintained
- ✓ Ensure the Group operates in accordance with the Purpose, Principles, Policies, Rules, Procedures and Practices of the Scout Association of Australia and the responsible Branch
- ✓ Ensure that Program delivery is compliant with the national framework (refer <https://pr.scouts.com.au/>)
- ✓ Ensure that the Group Support Committee has a focus on managing the assets of the Group (including finances) wisely, sustainably and creating capacity for growth in support of delivery of the youth program as the Group's primary function
- ✓ Remain up to date with communications in Scouting (e.g., newsletters, email communications, etc) and that where this information needs to be disseminated it is done so promptly and efficiently
- ✓ Be the "first contact resolution" point for any adult issues/concerns so that the need for escalation is minimised
- ✓ Abide by the Adult Code of Conduct and Code of Ethics
- ✓ Lead Group Council meetings
- ✓ Actively participate in Group Support Committee meetings
- ✓ Attend relevant "other support structure" meetings
- ✓ Use as required software/systems as designated by the Branch

PERSONAL ATTRIBUTES:

Attitudes:	Skills: ³	Knowledge: ³
<ul style="list-style-type: none"> ✓ Demonstrate a humble disposition ✓ Show a genuine concern for others by being empathetic and being a servant leader⁴ ✓ Passion and belief in Scouting and appreciation for the journey of Scouting through the “One Program, One Journey” framework ✓ Recognise the importance of being a role model, especially to live by the Scout Promise and Law and codes of adult behaviour ✓ Commitment to building a culture of trust ✓ Has an unselfish mindset and actively fosters leadership in others ✓ Open to new ideas and challenges (where needed) in a constructive manner ✓ A belief in learning by doing and the Scout Method more broadly ✓ Willingness to engage in, and develop networks (in and out of Scouting) to grow the Group (both developmentally and in numbers) ✓ Actively lead and promote a generational mindset ✓ Acceptance of technology as an enabler in Scouting 	<ul style="list-style-type: none"> ✓ Active listening ✓ Basic IT capability (email, word processing, etc) including use of software/systems provided by the Branch ✓ Basic understanding of financial matters ✓ Strong Communication skills, especially networking capability ✓ Ability to resolve Conflict ✓ General operational Human Resource capabilities (value of teamwork, recognition, etc) ✓ Capacity to facilitate discussions ✓ Collaboration and relationship building ✓ Delegation mindset 	<ul style="list-style-type: none"> ✓ Understanding of role and the value it adds ✓ General understanding of the Achievement Pathways ✓ Awareness of asset maintenance practices ✓ Comprehension of Risk Management practices ✓ Leadership methodologies, especially Situational Leadership⁵ ✓ Relevant Scouting History to support 21st Century Scouting ✓ Awareness of Scouting governance and available support structures ✓ Importance of environmental impacts in Scouting ✓ Resources available to support Program delivery

³ Skills and Knowledge are able to be learned. Scouting offers a comprehensive Adult Training and Development program to help close any apparent gaps in those holding this role

⁴ A servant-leader focuses primarily on the growth and well-being of people and the communities to which they belong – *Robert K Greenleaf (1970)*

⁵ Situational Leadership is at a basic level the ability to change one’s style of leadership to the situation at hand and the capability of the individual performing the task.

OTHER ADULT ROLES

ROLE TITLE <<WORK IN PROGRESS>>

FORMATION <<NAME OF FORMATION>>

REPORT TO <<NAME OF TEAM LEADER>>

This section has been intentionally left blank as work continues on defining Support Structures for Branches to adapt and implement. As these roles are defined and approved this section will be updated