



## Program Support Team Members Required

*2 new exciting vacancies*  
*May 2017*

*Scouts Australia requires two energetic and creative individuals to join the Program Support Team at its Chatswood office.*

*The successful applicants must be innovative and open to change. They will be a part of the team developing the final stages of the new Youth Program being created for Scouts Australia.*

*The roles include:*

- *creating resources*
- *supporting volunteer teams*
- *assisting with the development and execution of the implementation plans*

*It is all a part of the transformation of Scouting in Australia.*



## **What is Scouting?**

Scouting is the largest youth movement in the world with over 40 million members globally and 70,000 members in Australia. Scouting educates young people based upon the Fundamentals of Scouting: its Purpose, Principles, and Method. Scouting is 'Education for Life'.

The Youth Program provides learning opportunities for young people in Scouting, where they gather and process knowledge, and develop attitudes and skills that will help shape their individual character. Learning occurs through camping and outdoor activities, community service and community development projects, achieving progressive goals or standards symbolized by badges, games, ceremonies, patrol and troop life.

## **Program Support Team**

The National Program Support Team works with and assists the Scouting volunteers to develop and implement dynamic programs for Australian Scouting to achieve its purpose. The current key priority is the Youth Program Review (YPR). To work cohesively, Program Support Team members will be required to be flexible, including meeting with and working with volunteers after hours.

## **Youth Program Review**

The task of the YPR has been to define how Scouting can deliver a fun, challenging, adventurous and inclusive youth program, which is based on the Fundamentals of Scouting and designed to meet the needs of young people in 21st century Australia. Through extensive consultation on a variety of topics, the YPR is shaping what the future of Australian Scouting will look like.

The work so far has been on developing a "one program" approach that is a continuous and consistent journey through Scouting, from our youngest to eldest sections. We've taken a refreshed look at the personal development journey that Scouts will experience, and how we can ensure that participation in the Scouting program will support our youth members to become responsible citizens as members of their local, national and international communities.

A Review of this magnitude is ongoing. Observing, consulting, researching and trialing is expected to continue into 2018. Following that will be a period of exciting change for Scout Groups across the country. Scouts will begin to engage practically with the new youth program, and will be challenged by the new opportunities for personal development from 2019.

Further information - [ypr.scouts.com.au](http://ypr.scouts.com.au)

## **Program Support Team Members**

To support the development and implementation of the new program, Scouts Australia is looking for dynamic and adventurous Program Support Team Members with the right skills, creative flair and ability to work hard to collaboratively develop this new program.

The key responsibilities of the Program Support Team Member(s) are diverse and relate to the development and implementation of the Scouts Australia Youth Program. They include;

- Administrative and organisational support for Scouts Australia Program teams
- Development and implementation of the YPR (Youth Program Review) projects within agreed deadlines



## Key Information

Location	Chatswood NSW
Tenure	12 months with extension after review
Hours	35 hours per week (plus ongoing online meetings at night and occasional weekend meetings)
Salary	To be negotiated

## Selection criteria

All applicants must submit a written application that -

1. Demonstrates your relevant experience and knowledge, plus personal skills & abilities as listed in the Position Description.
2. The key skills you will bring to the position as listed in Principal Duties. Including examples of success in completing these duties in other fields.
3. A statement outlining why you are interested in this position and working for Scouts Australia.
4. Professional and volunteer Curriculum Vitae relevant to the position.
5. Names and contact details of two referees.

## Selection process

- Shortlisting of applicants
- Referee check
- Interview

## Forward application to

Cathy Morcom  
National General Manager  
[ngm@scouts.com.au](mailto:ngm@scouts.com.au)

**Applications close** 9am EST Friday June 16th 2017

**Further information** Emma Watson  
[emma.watson@scouts.com.au](mailto:emma.watson@scouts.com.au)



**NATIONAL OFFICE**

Level 1, Scouts Australia House, 8 Help Street,  
CHATSWOOD NSW 2067 Phone: 02 9413 1133

Email: scouts@scouts.com.au  
ABN 570 305 16857

## Position Description Program Support Team Member

Team	PROGRAM SUPPORT
Position Location	National Office – Chatswood NSW
Job Title	Program Support Team Member
Reports to	Program Support Team Leader National General Manager
Direct Reports	Nil
Relationships	Program Support Team Leader National Commissioner Transformation National Commissioner Youth Program National General Manager Program Support Team National Support Team Program Teams Volunteers
Type of position	12-month contract 35 hours per week (with option for extension after review)

### PURPOSE & PRINCIPAL DUTIES

#### PURPOSE OF THE POSITION

The key responsibilities of the Program Support Team Member(s) are diverse and relate to the development and implementation of the Scouts Australia Youth Program.

- Administrative and organisational support for Scouts Australia Program teams
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**PRINCIPAL DUTIES** (Incumbents will be skilled in several of the following areas)

#### Creative Support

- As a member of a diverse and integrated paid & volunteer team, support the development and implementation of the YPR projects
- Support the creation of dynamic, visually stimulating print and electronic publications and resources
- Support the development of eye-catching and thought provoking displays and campaigns to promote the program
- Collaboratively create key concepts for the development of the program, its resources and the promotion of the program
- Support the design of print and social media publications and resources

#### Writing

- Responsible for writing program documents, manuals, reports and publications both individually and as a part of a team
- Responsible for consolidating feedback, review and finalise documentation to ensure a consistent language is used and all documents following Scouts Australia style guides
- Responsible for accurately recording meetings, including the ideas developed and decisions made

#### Social Media Maintenance

- Responsible for assisting in the maintenance of program websites and social media networks
- Support the management of an online presence by responding to appropriate comments on social media and refer all other comments and feedback to the appropriate team member
- Support the development of engaging social media campaigns

## Personnel Support

- Nurture and support volunteers working in project teams to successfully achieve the goals of the project and feel proud of their achievements
- Support and facilitate the adherence of deadlines by teams and individuals
- Support the team with delivery to agreed timeframes and key goals of the program to ensure projects are successful

## Administrative Support

- Responsible for maintaining all artefacts in a structured manner to ensure easy access by all team members and to ensure a chronological history of the review
- Responsible for flight bookings, accommodation and other organisational tasks for meetings and teams
- Support teams of each stage of the program development and implementation to achieve their targets

## Research, Development & Implementation

- Support the gathering and collation of required project related data
- Assist with research topics to gather and sort information, summarise research and the creation of recommendations

## Other Duties

- Other duties required and authorised by line manager and others
- Contribute to a safe, healthy working environment through compliance with relevant OHS legislation

## MEETINGS

You will be required to attend the following meetings

- National Support Team meetings
- Regular Program Support Team Meetings
- Regular online meetings (after hours)
- Meetings of the Program teams (weekends as required)

## PERSONAL SKILLS & ABILITIES

Able to demonstrate a selection of experiences, knowledge and abilities from the following list -

### EXPERIENCE

- 1 – 3 years' experience in project management
- Experience in youth development or a similar field
- Experience in working both independently and as a part of a team
- Intermediate to advanced experience in working with a variety of word processing, database and publishing packages
- Experience in the collation and organisation of web-based office files and resources
- Experience in general office administration and organisation
- Experience in working both independently and as a part of a team

### KNOWLEDGE

- Knowledge of current social media tools and how they can be used to promote a cause

### PERSONAL SKILLS & ABILITIES

- Ability to synthesise information and write detailed reports
- Research skills, including data collection and collation
- Ability to communicate effectively and establish positive working relationships with a diversity of groups and individuals (mainly volunteers) based in a variety of locations across Australia
- Ability to work independently from key team members
- Ability to prioritise tasks in a flexible manner and to manage a range of administrative functions within agreed timelines
- Ability to exercise initiative, discretion and confidentiality in relation to work outcomes and decision-making

## EDUCATION REQUIREMENTS

- Hold a relevant degree or appropriate skills relevant to the role

## OTHER REQUIREMENTS

- Attend weekend meetings as required
- Undertake basic Scout volunteer induction training
- Adherence to the Scouts Australia Code of Conduct for Adults in Scouting
- Undertake a National Police Check
- Hold a valid Working with Children Check Card or be prepared to obtain one with 30 days of commencing work
- Be prepared to spend extended periods of time sitting and using office equipment and computers
- Be prepared to spend extended time periods liaising with clients on the telephone and in person in a professional manner

## DESIRABLE REQUIREMENTS

- Knowledge of the Purpose, Method and procedures of Scouts Australia
- Knowledge of the Scouting program and the Youth Program Review
- Experience as a youth member or adult in Scouting or similar youth organisations

## KPI'S

- Develop and maintain positive relationships with key stakeholders, including role modelling the Scout Promise and Law and Adult Code of Conduct across all working relationships, at all times
- Develop and maintain weekly status updates across YPR projects, as appropriate
- Delivery of quality project artefacts in a timely manner in order to meet all stakeholder expectations
- Deliver against all administrative duties in a timely manner in order to meet all stakeholder expectations
- Undertake professional development in project management and change management as relevant to the role, to be commenced within 3 months of starting in the position