



Scouts Australia (SA Branch)

Volunteer Position Description

Version: January 2020

Title	Program Support Leader
Short Form	PSL
Reports to	Branch Leader / Branch Commissioner (as defined)
Liaison	<ul style="list-style-type: none"> • Program Team Members • Group Leaders • Section Leaders and Youth Members
Tenure	<ul style="list-style-type: none"> • 1 year • Initial appointment period of 6 months will apply with performance targets determining ongoing appointment

Purpose of the position	A Program Support Leader is appointed to provide support in an element of the Scouts Australia Program as tasked by their upline.
Responsibilities and duties	<p>Follow the Scout Method</p> <ul style="list-style-type: none"> • Ensure the program follows the fundamentals of Scouting • Youth Leading, Adult Supporting <p>Learning by Doing</p> <ul style="list-style-type: none"> • Make sure that the youth get to participate in learning activities, instead of just listening • Look after the well-being and safety of your youth members <p>Maintain the Scouting Way</p> <ul style="list-style-type: none"> • Follow branch & national policies and procedures • Act in accordance with the Code of Conduct and Law and Promise • Attend meetings relevant to this role
Personal Requirements	<p>Attitudes</p> <ul style="list-style-type: none"> • Willingness to work intergenerationally with young people • Adaptability & flexibility • Belief in the concept of learning by doing • Empathy for Scouting volunteers • Willingness to give help & seek it when needed • Supportive & open, non-judgemental • Commitment to a long-term program of development <p>Skills</p> <ul style="list-style-type: none"> • Problem solving & Creativity • Teamwork involving young people • Advising young people • Risk Management – high adventure with acceptable risk • Communication/able to explain activities and programming • Ability to reflect and review, and facilitate a review in young people

	<ul style="list-style-type: none"> • Observing and overseeing others • Relationship building, reinforcing the patrol system • Approachable personality • Competent in the use of email and online communications/collaboration tools used by the Branch <p>Knowledge</p> <ul style="list-style-type: none"> • Adult professional development • Program & Scout Method awareness • Leadership styles – when to use, how to mentor leadership • Minimising environmental impacts and waste
Membership & Training Qualifications	<ul style="list-style-type: none"> • Current member or prepared to meet membership requirements of Scouts SA • Completion of Basic Training (LOA) within 6 months of appointment • Complete an Adult Development plan with Line Manager at stipulated times.
Key Result Areas	<ul style="list-style-type: none"> • Regular attendance to support requests assigned to you, ensuring electronic logging and follow up. • Support of and contributions to any meetings (online or physical) of your team

For Program Support Leaders in the One Program Portfolio, allocated to support a Group

Your role requires you to:

- Support the conduct of the program in Units/Groups as requested
- Approve A5 forms for activity planning
- Have knowledge of the whole program and be able to direct queries as they arise to the relevant team
- Support multiple sections in allocated Groups
- Provide regular reports on support required to your upline (via online support system)
- Access the programs of your allocated Groups and provide support when requested
- Understand where support may be required from the Group rather than Program team

Your role does not require you to:

- Regularly visit Groups allocated to inspect their performance
- Manage non program related issues within the Group
- Hold monthly meetings i.e. Mindari, Seeonee
- Over communicate and 'manage' Leaders
- Run District activities

How do I support then?

- Contact each Group you are allocated at least once in a Program cycle
- Attend Group Council meetings in consultation with Group Leader
- Be there to support when needed, listen and guide