

# **ROLE DESCRIPTION**

Commissioner for Adult Resources

## Purpose of the role

Primarily responsible for the development and co-ordination of Adult Resources in The Scout Association of Malta; to build the adult leadership and resources of The Scout Association of Malta and maintain them at an optimum level at which The Scout Association of Malta can function and develop effectively.

## Responsible to

- Chief Commissioner

## Responsible for

- Asst. Commissioner – Training Advisors

## Appointment requirements

- Understand and accept The Scout Association of Malta's policies
- Wood Badger holder for at least 3 years of appointment
- Warranted

## Term

- 5 Years

## Main Responsibilities

- Provide proactive leadership to Scouting in Malta
- Actively promote delivery of good quality Scouting to young people
- Promote and maintain the policies of The Scout Association
- Positively manage and support adults, defining roles and responsibilities
- Actively promote the implementation of policies agreed by the Council and the Executive
- Attend conferences and events as appropriate
- Represent The Scout Association of Malta at Scout and Public events
- Ensure the training needs of all volunteer appointees are met
- Deliver a key contribution to adult resources, implementation, supporting and monitoring
- Build relationships with appropriate external bodies
- Contribute in a constructive way to the wider work of the Association
- Chair and co-ordinate the work of the National Adult Resources Committee
- Ensure that the Adult Resources of The Scout Association of Malta are implemented in a holistic manner and that the contents of same are supported and executed with the highest standards, always keeping in mind, the needs and aspirations of the The Scout Association of Malta.
- Work with leaders and youth to facilitate and encourage the holistic and effective implementation of the Adult Resources in Scout Groups
- Provide advice, support, and guidance to the Commissioner for Youth Programme and Development about appropriate training for Adult Scouters who will implement and support youth programme

## Core Tasks

- Hold regular departmental meetings to discuss current issues and share good practice
- Develop and maintain good working relationships and seek contacts both internal and external to Scouting both nationally and internationally
- Show personal commitment to The Scout Association of Malta's aims and training philosophy
- Take the lead role in setting up priorities in line with the Association's strategy
- Review progress, standards and effectiveness of the Adult Resources on an annual basis
- Monitor, review and re-define future targets and tasks
- Identify gaps in programme provision and potential developments taking into consideration equality issues such as ethnicity, disability, gender etc.
- Hold regular meetings with the Chief Commissioner to discuss current issues and share good practice
- Take responsibility for ensuring that any Adult Resources needs not met are identified and correct action is taken.
- To be an active member of the Executive team
- To keep the Executive team informed at all times
- The appointment process
- To develop and implement adult leader training for members of the Association for the purpose of providing the required support to deliver the youth programmes of the Association.
- To co-ordinate the work of the Training Team
- The development of adult leader training for the purposes of supporting the delivery of youth programme according to the elements set out by the appropriate Programme Team
- To assist and support the Scout groups in the delivery of the adult leader training.
- The monitoring and evaluation of the adult leader training.

## Person Specification

- Experience as an adult trainer in Scouting
- In depth understanding of The Scout Association's policies in relation to the Adult Training Scheme and Youth Programme
- The ability to communicate (verbal and non verbal) and relate to a range of people and be able to effectively chair meetings
- High level of interpersonal skills, initiative, perseverance and enthusiasm
- Ability to speak confidently in a public forum
- Ability to lead, motivate and enthuse a team of adult volunteers
- Ability to set measurable targets and deliver as promised
- Ability to demonstrate initiative and independent working
- Ability to deliver as promised and to deadlines
- Ability to think creatively on how to deliver the youth programme
- Ability to negotiate agreements
- Ability to handle and resolve conflict effectively, maintain independent and objective judgement and solve problems quickly
- Ability to provide inspirational leadership & strategic direction for the Adult Resources
- Ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Approachable at all reasonable times
- Sufficient time for the role including weekend and mid-week commitments
- Willing to actively design and contribute to the strategic vision of The Scout Association of Malta
- Willing to take decisions which will further the work of The Scout Association of Malta
- Understanding of the challenges of working in the voluntary sector
- Be open to the ideas and contributions of others, challenging ideas in a firm and diplomatic manner where appropriate, while remaining open to challenge to his/her contributions and ideas
- Be patient, approachable and supportive manner with those that they work with
- Willing to speak one's mind and listen to the views of others
- Willing to undertake training for the job