

# **ROLE DESCRIPTION**

Commissioner for  
Youth Programme & Development

## Purpose of the role

Primarily responsible for the development and production of the youth programme offered to the youth members within The Scout Association of Malta to achieve the aims laid out in the scout method.

## Responsible to

- Chief Commissioner

## Responsible for

- The Programme & Development Team
  - Asst. Commissioners – Programme
  - Asst. Commissioner – Diversity & Inclusion
  - Asst. Commissioner – Training Advisors
  - Duke of Edinburgh International Award Coordinator

## 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 youth programme, 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 Youth Programme Team
- Ensure that the Youth Programme of The Scout Association of Malta is 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 Youth Members.
- Review, develop, and maintain specific materials and direct the Assistant Programme Commissioners for each Section how best to implement these in line with the Scout Method.
- Review and maintain appropriate programme material in consultation with the Assistant Programme Commissioners for each Section
- Work with leaders and youth to facilitate and encourage the holistic and effective implementation of the Youth Programme in Scout Groups
- Provide advice, support, and guidance to the Commissioner for Adult Support (Resources) about appropriate training for Adult Scouters who will implement and support youth programme
- Identifying as required, in consultation with the Chief Commissioner, areas of special interest / concern in relation to the support of the Youth Programme in scout groups supported by specific initiatives.
- Identify as required, in consultation with the Adult Commissioner, areas of special interest / concern in relation to the development and implementation of the Youth Programme of the Association, which need to be supported by specific initiatives and/or project-based teams on an assessment of needs basis.

- Ensure that the Programme and its execution complies with the policies and guidelines of The Scout Association of Malta advises the Association in relation to the need to remove / revise / introduce policies and guidelines as necessary allowing the safe and effective execution of the Youth Programme.
- Coordinating the standardisation and coherence of programme resources from Programme Teams and the regular delivery, communication, and dissemination of these materials to youth members and adult scouters
- Coordinating specific cross functional projects / initiatives where multiple section or Youth Programme Teams are involved.

## 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
- To offer personal induction to members of the Programme & Development Team
- Review progress, standards and effectiveness of Youth Program 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 Youth Programme 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

## 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 Youth Programme
- 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