

The Scout Association of Australia National Headquarters

Position Description

National Chief Executive

The National Chief Executive is the most senior member of the professional staff in the National organisation. The role involves working with volunteers in the Association, professional staff in the Branches and leading the professional staff in National Office.

Responsible to:

The National Chief Executive is appointed by resolution of the National Executive Committee (NEC) and is ultimately responsible to the Chief Commissioner of Australia as the chief executive leader of Scouts Australia. In relation to the operation of the National Office and the management of the staff the National Chief Executive is responsible to the Chairman of the NEC.

Purpose of the position:

To provide leadership to the professional staff in National Office and support to the Branch professional staff and to volunteers at all levels in the Association.

Liases with:

The Chief Executives of all Branches of the Association
The Chairmen of sub committees of the NEC

Principal Duties:

The National Executive Committee Handbook defines the role of the National Chief Executive as:

1. Manage the National Office professional staff.
2. Ensure a high level of service is provided to the National Council, National Executive Committee and National Commissioners.
3. Represent the Association to the Federal Government at all levels.
4. Promote the Association to the business community and public.
5. Ensure National Office operates within approved budgets
6. Implement plans to meet the national goals as approved by the Chief Commissioner.
7. Participate as a member of the Chief Commissioner's National Team
8. Proactively communicate with senior professional staff in each Branch.
9. Where required coordinate the Branch professional staff to achieve National goals.
10. Represent the Association at International level and contribute to the development of Scouting within Asia-Pacific Region.

Specific Skills required:

1. A personal commitment to the Aim and Principles of the Scout Association of Australia as defined in P&R 2008.
2. A good listener with supportive communication skills
3. Strong interpersonal skills and an ability to work in a team as a team member.
4. Skills as a leader of adults with a proven ability to work with, encourage and inspire adults with a diversity of attributes including experience, background, culture, religion.
5. Skills in the continuous development of individuals and teams.

6. An ability to delegate authority and responsibility and to achieve organisational goals through others whilst accepting the overall responsibility for their actions and being held accountable for the results achieved.
7. Exceptional communication skills (written and oral) with experience in public speaking and handling the media at both times of confrontation and positive reinforcement.
8. Experience in marketing, fund-raising and sponsorship
9. A commercial outlook with a good working knowledge of accounting and finance from a general manager's perspective.

Other Specific Duties

1. representational work (government, business, and the community marketing, PR etc) in conjunction with others,
2. marketing the Association and, in conjunction with others seeking funding and sponsorship for specific activities of the Association
3. the development of action plans, with the Chairman and/or Chief Commissioner, to achieve agreed strategic objectives and then personally implementing them.
4. work on specialist committees and/or tasks.
5. spokesperson on agreed matters for the Association

Academic Qualifications:

Appropriate Tertiary qualifications are highly desirable.

Other Comment

Prior to February 2000, the National Office had operated without a Chief Executive for some years.

At the time was an immediate need to address the internal processes, organisation and responsibilities within the headquarters. For this reason the appointment the National Chief Executive in January 2000 carried the following short term priorities.

- provide leadership, vision and focus to the National Office staff and to organise and prioritise their work load to provide more timely and higher quality information to the National Team, Operations Committee, NEC and Branches.
- undertake a complete review of the activities of the National Office and the office systems,
- determine in consultation with the appropriate people at National and Branch the future requirements of the office,
- plan and specify appropriate office systems, determine the activities and assign the staff resource to satisfy the future requirements
- implement the plan and ensure the objectives are met.

These priorities were successfully implemented.

Dated 13 May 2013
