



Job Description

Council Key 3

Accountable To:	National Key 3
Volunteer Term:	Appointed annually by the National Key 3 for no more than three (3) consecutive terms.
Time Required:	50-70 hours per month (on average) and 3 to 4 weekends per year
Manages:	Group Support Scouters & Group Commissioners

DUTIES & RESPONSIBILITIES

The Council Key 3 works together in partnership as outlined in Scouts Canada's Key 3 Shared Leadership Policy. Accountable to the National Key 3, they establish goals and plans that are consistent with Scouts Canada's strategic plan. They provide support to ensure safe, high-quality programs through Group health. Council Key 3's build a team to support Groups; to improve Group health and effectiveness through key behaviors of the Five Priorities and the Group Health Navigator.

Members of the Council Key 3 (CK3) share their responsibilities and partner appropriately with each other to coordinate their strategy, actions, and communications with volunteers, employees, youth members, and other stakeholders. Each Council Key 3 is tasked with managing their team in accordance with the policies and strategic directions set out by the Board of Governors.

Working in partnership with Regional Directors and the Group Support Centre, the CK3 is accountable for the overall performance of the Council to achieve organizational outcomes through:

Strategic Group Management

- Manage the strategic Group management process
- Recruit, orient and manage the success of Group Support Scouters
- Ensure that Council membership is actively engaged through the implementation of the Scouts Canada's communications strategy and programs

Group Support and Management

- Ensure the Council team provides exceptional service to Groups through Group Commissioners by fostering trust through positive engagement and support
- Being a trusted advisor and a key resource for program knowledge, organizational policies, and the Volunteer Support Strategy
- Providing support to Groups as outlined in the Group Support Standard and ensuring it is managed effectively

Council Leadership:

- Acting as a key ambassador for Scouts Canada National Service Team. Ensure communications reflect and reinforce the Scouts Canada brand.
- Provide regular feedback and administer the performance management process for Group Support Scouters
- Role model and promote Scouts Canada's Safety Leadership culture

Communications:

- Represent both Scouts Canada and the Council as a member of the National Service Team
- Ensure an effective flow of accurate and timely information regarding all Scouting matters
- Develop positive working relationships with Scouts Canada Members and the community at large, by fostering an open and encouraging environment

Shared Services:

Engage and consult with the Shared Services Team to ensure Council-specific trends, needs, challenges are heard and addressed to ensure shared services solutions meet the needs of Councils as appropriate.

- Support Shared Services team members in the identification and recommendation of local support Scouters for shared-services roles.

COMPETENCIES REQUIRED

- A leadership style that is team-centric, collaborative, results oriented
- Deals with others in a straightforward and honest manner; maintains confidentiality and supports Scouting values
- Change leadership, the ability to adapt to an ever-changing environment while engaging others to remain focused on success.
- Excellent coaching and communication skills, both oral and written, and the ability to speak effectively and persuasively to groups and individuals
- Organizational leadership with the ability to develop business plans, set and achieve strategic objectives and manage performance
- Strong networking skills and ability to build positive and professional relationships
- Initiative; a drive to produce results through others

QUALIFICATIONS

- A passion for Scouts Canada's Mission is essential
- Competent Microsoft Office 365 user (Excel, Outlook, Word) with experience in web-based technology platforms
- Registered or ability to become an active member of Scouts Canada
- 14 years or older

Beneficial Knowledge:

- Knowledge and experience with strategic planning, budget planning, and management
- Experience in recruiting and managing volunteers
- Knowledge of Scouts Canada's Policies, Procedures, Standards, program and structure