



ROLE DESCRIPTION

Project Leader

Title Project Leader – Risk and Safety Process

Reports to State Commissioner – Risk and Safety

Measurement Quality, Delivery, and Participation

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Project Leader – Risk and Safety Process is a fixed term appointment of 12 months to support the development of risk assessments for Scouting Activities.

Scouts Victoria has developed an **Online Risk Assessment System** to allow Leaders to generate a template risk assessment based on a series of prompts using an online form, to improve our operational safety culture. This role is to consolidate and develop example risk assessments into a central system, following implementation, support the rollout of the system to Leaders.

This role can easily be remotely and does not require attendance at facilities.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

In conjunction with the State Commissioner – Risk and Safety:

- Consolidate existing risks assessments into a central database
- Identify gaps and work with Leaders to develop risk assessments to fill gaps
- Provide input to the process used by users to generate risk assessments
- Roll out the system to Leaders and provide training and support
- Collate feedback from users to update system
- Further involvement in other Risk and Safety system projects as determined by the State Commissioner – Risk and Safety





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Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles
2. Be outcome-focused, with a strong emphasis on getting a good result for members within the organisation's frameworks
3. Commitment and delivery to maintain a professional and balanced approach in all interactions with members
4. A strong commitment to the safety of children, upholding the values of the Child Protection Policy, Adult Code of Conduct and Child Safe Statement.
5. Strong commitment to the principles of ScoutSafe and improving our overall operational safety culture

Skills

1. Ability to communicate effectively
2. Ability to analyse problems and identify appropriate rectification options
3. Experience in use of online database systems, such as SharePoint (basic skills required)
4. Proficiency with computer systems including Office 365, in particular Excel (intermediate skills required) and Microsoft Teams.

Knowledge

1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement
2. Have had some exposure to risk management and risk assessment processes such as ScoutSafe.

