

**ROLE DESCRIPTION**

Assistant State Commissioner -  
Adventurous Activities Business Manager

<b>Title</b>	Assistant State Commissioner- Adventurous Activities Business Manager
<b>Reports to</b>	State Commissioner – Adventurous Activities
<b>Measurement</b>	Membership, Quality 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.

The Assistant State Commissioner- Adventurous Activity Business Manager's main role is to support State Leaders and Adventurous Activity Teams with administration, finance, insurance, management of assets and facilities. They will also foster the development of any new AA Teams.

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).

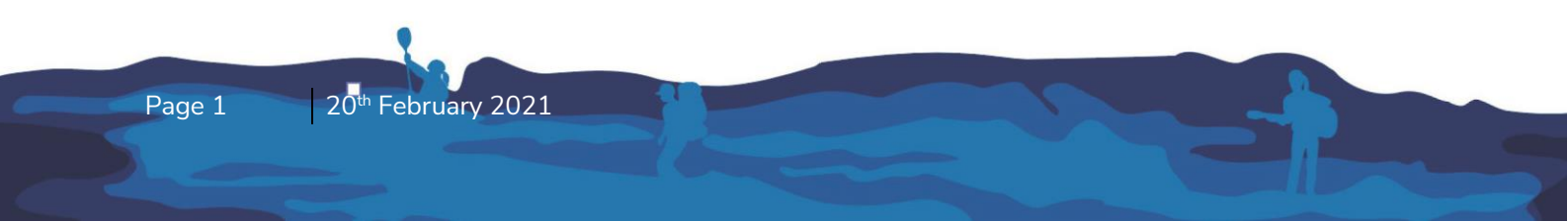
**PRIMARY RESPONSIBILITIES**

**Team Support**

- Assist State Leaders and Adventurous Activities Teams with business planning
- Management the insurance program for the State AA Teams.
- Create and implement the finance standard and consolidation of financial reporting across the teams.
- Create a standardised structure for billing and expense management across the AA Teams.
- Support AA teams in their digital transformation.

**ATTITUDE, SKILLS and KNOWLEDGE REQUIRED**

**Attitude**



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1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment towards the importance of activities and the 'out' in Scouting
3. Be inclusive in leadership style encouraging their teams to excel
4. Be respectful of all their team accepting individual differences as a resource
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting
6. Highly organized and pro-active.

**Skills**

1. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
2. Have demonstrated administrative skills, including experience in finance, insurance, asset and facilities management.
3. Have planning, monitoring and delegation skills
4. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment

**Knowledge**

1. Understanding of volunteer management; in particular, the ability to find compromise between competing positions, and resolve conflicts between highly-committed volunteers
2. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
3. Demonstrated understand of the role and responsibilities of an Assistant State Commissioner -Adventurous Activity Business Manager and a commitment to that role
4. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
  - i. be prepared to attain Certificate of Proficiency within 12 months
  - ii. complete Certificate of Advanced Adult Leadership within 2 years

