



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION Chief Director – AJ2022

Title	Chief Director – AJ2022 (State Commissioner – AJ2022)
Reports to	Chief Commissioner / Deputy Chief Commissioner Scouts Victoria with written reporting lines through to the Branch Executive Committee (BEC)
Direct Reports	Deputy Chief Director – AJ2022 Jamboree Directors 5-10
Delegations	Budget as approved by the Branch Executive Committee
Appointment Term	July 2018 – July 2022
Measurement	Membership, 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.

This role is to lead and manage a team to deliver the Australian Scout Jamboree 2022 (AJ2022) in January 2022.

This is a senior role reporting directly to and sharing in the leadership of the Chief Commissioner Scouts Victoria. The role encompasses delivery of critical future program elements for Scouts Australia. Senior leadership skills, comprehensive knowledge of the State organisation, our structure and a historical understanding of models of change management processes that have been used by Scouting (both successfully and unsuccessfully) are required.





The incumbent will be a trusted senior member of Scouts Victoria who will be empowered to achieve the outcomes of the role.

This role will require attendance at State Leadership Team meetings on an ad-hoc basis as necessary, to fulfil the role. The Chief Commissioner Scouts Victoria and the incumbent will liaise as to the frequency of attendance required. This recognizes the requirements inherent in the duty statement to meet and liaise with a range of stakeholders.

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

- Develop and agree with the Chief Commissioner a structure for the effective management of AJ2022. Advertise, interview and appoint leaders to the structure, as approved by the Chief Commissioner.
- Recognising the principles of Youth Leading, Adult Supporting, the structure should be developed as much as possible to allow youth participation in key decision making, and for youth leadership to be at the forefront in the delivery of the event.
- Provide leadership and guidance to a team of Leaders, Youth and other volunteers to operate a highly successful Jamboree Executive Committee (JEC) to facilitate the success of the 26th Australian Jamboree (AJ2022).
- Develop and manage the timeline for all key milestones for the delivery of the event.
- Be accountable for all aspects of the Jamboree planning, operations and delivery, including the budget and financial results of the event; risk management and workplace health and safety matters and program delivery standards.
- Ensure that the Jamboree is operated in accordance with the **Scouts Australia – Policy for the Conduct of Major National Events** and the **Scouts Australia Major Event Guidelines - Jamboree**
- Provide a quarterly briefing to the Chief Commissioner Scouts Victoria and Deputy Chief Commissioner Scouts Victoria in a face to face meeting as arranged.
- Provide a quarterly written report to the Chief Commissioner Scouts Victoria for the State Leadership Team, Branch Executive Council and National Executive Committee (NEC).
- Prepare a comprehensive final report at the conclusion of the event for submission to the BEC/NEC.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED





1. Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in your role
- Participatory leader that enthuses others and leads by example.
- Enthusiasm and commitment towards the importance of activities and the out in Scouting
- Be inclusive in Leadership style encouraging teams to excel and empowering youth to participate.
- Availability and commitment to the time required to deliver the duties outlined in this role description.
- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to develop sound administrative processes to support strategic direction
- Flexibility in approach and an ability to work under pressure is essential.

2. Skills

- Be able to lead, communicate with and motivate youth members, adult Leaders and volunteers using a variety of methods.
- Demonstrate planning and delegation skills
- Demonstrate risk management, work health and safety (WHS) and ScoutSafe skills
- Maintain confidentiality with sensitive and personal information

3. Knowledge

- Hold a Leader of Adults Woodbadge or Certificate of Advanced Leadership – LOA or be prepared to undertake this training within twelve months of appointment.
- Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organizations

SPECIFIC DUTIES

- Build and lead an experienced team of volunteers involved in the effective





management, development and delivery of the various directorates for AJ 2022

- Promoting positive relations between Scouting and the community at large, including sponsors, suppliers and Authorities
- Developing and maintaining productive communication channels within the Branch and externally to ensure customer needs are anticipated, supported and delivered
- Effectively resolving problems and disputes as they arise
- Continuously improving operations and activities to achieve the Association's goals and objectives
- Youth involvement in the planning and conduct of the Jamboree
- Represent the Jamboree/Scouting to the media
- The identification and development of aspiring and potential young leaders as future senior leaders in the Movement.
- Ensure compliance with all applicable Government laws and regulations that will apply to the Jamboree. Where required, meet with and actively communicate with any government and other applicable authorities and agencies.
- Other duties as required to deliver AJ2022 or as requested by the Chief Commissioner or Branch Executive Council.

