

**ROLE DESCRIPTION**  
**State Leader – Top Gear**

<b>Title</b>	State Leader – Top Gear
<b>Reports to</b>	State Commissioner – Major Events
<b>Key Stakeholders</b>	State Commissioner – Section, Rover Scout Motorsport - Chairman
<b>Measurement</b>	Membership, Quality, Delivery, and Participation.

This is a voluntary position.

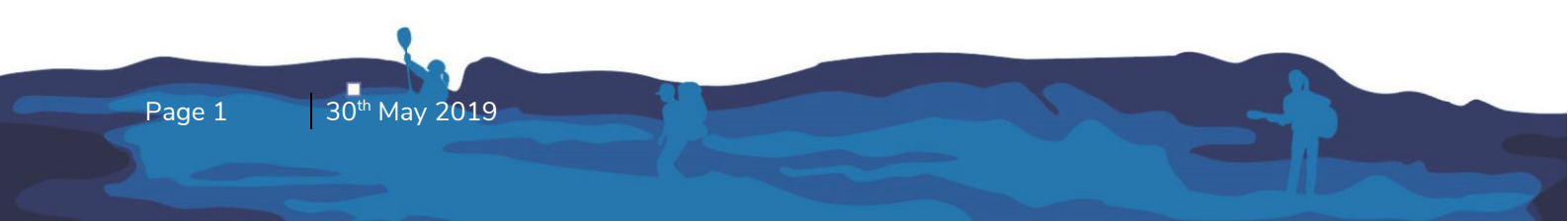
Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The State Leader – Top Gear is responsible for the delivery and execution of two events, Top Gear Scout and Top Gear Venturer as part of Scouts Victoria's commitment to deliver a wide and varied program. The role is to lead a team of other adults and youth members to deliver both events to a high standard in line with the governance, management and operational expectations of Scouts Victoria.

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

- Deliver on the structure for the effective management of Top Gear Events. Advertise, interview and recommend the appointment of leaders and youth to the structure, as approved by the State Commissioner – Major Events.
- 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 Event Committee to facilitate the success of Top Gear Events.
- Develop and manage the timeline for all key milestones for the delivery of the event.
- Be accountable for all aspects of the Top Gear 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.
- Provide regular updates to the State Commissioner – Major Events.
- Prepare and deliver a comprehensive final report at the conclusion of the event for submission to the State Commissioner – Major Events.



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**ATTITUDE, SKILLS and KNOWLEDGE REQUIRED**

**Attitude**

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

**Skills**

1. Personal knowledge of and active experience in archery activities
2. Be able to lead, communicate with and motivate adult leaders and work harmoniously to grow the program
3. Have planning and delegation skills
4. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills
5. Demonstrated understand of the role and responsibilities of a Event Chief Director and a commitment to that role

**Knowledge**

1. 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
2. Knowledge and understanding of Motorsport in line with Confederation of Australian Motorsport (CAMS) expectations, specifically Junior Development Programs.
3. Already have completed or be willing to completed Basic Activity and Leader of Adult Basic training within twelve months of appointment.
4. Already have completed or be willing to undertake the National Event Management training within twelve months of appointment.

