



ROLE DESCRIPTION

Assistant State Commissioner – Major Events

Title	Assistant State Commissioner – Major Events
Reports to	State Commissioner - Major Events
Stakeholders	Various State Commissioners Section, State Leadership Team, Major Event Activity Leaders with existing reporting lines, Victorian Rover Council, State Commissioner - Risk and Safety
Measurement	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 - Major Events will share in the Chief Commissioner's leadership focus and will work with the various teams of members who promote & co-ordinate Major Events within Scouting.

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).

As this is an Assistant State Commissioner role, depending on your strengths, you may be asked to support or assist with any or all of the below:

State Major Events Team

The Assistant State Commissioner - Major Events will work with various members who lead Major Event Teams which report into various parts of Scouts Victoria across youth sections, regions, districts, and the state. Major events typically have more than 200 Youth Members present.

The State Commissioner - Major Events and their team are responsible for:

- Enhancing the Leadership Development program by empowering more people to take on key roles in Major Events



ROLE DESCRIPTION

Assistant State Commissioner – Major Events

- Encouraging more Youth Members to take on key roles in the Major Events teams, with coaching and mentoring from experienced people
- To ensure relevant reporting lines are adhered to, including reporting upwards to the State Leadership Team and the Branch Executive Council.
- To offer support to, and encourage collaboration between the various Major Events teams in terms of personnel, equipment, and resources
- To establish a team of SMEs (Subject Matter Experts) to help the Event Teams
- To determine best practice for Major Events, and help the events reach their full potential
- To be a source of information, guidance, and assistance to anyone wishing to run an event or work on an event team
- To create a 'play book' for running a successful Major Event, which is available to anyone running an event
- Be part of panel that selects contingent Leaders for Kangaree, Cuboree, Jamboree & Venture
- Work to achieve KPI's in terms of participation & growth of youth members at Major Events
- Ensure a Plan>Do>Review process is followed for each Major Event and any relevant learnings are utilized in future Major Events across Scouts Victoria

PRIMARY RESPONSIBILITIES

Within the Youth Sections

- Work with the various State Teams to promote and assist in Major Events
- Help co-ordinate promotion at section events for promotion of Major Events activities

Quality program delivery

- Contribute to Major Events program ideas that will assist in ensuring that all sections are provided a quality program to engage them and meet their developmental needs which entices full participation
- Be part of the State Program team and work to ensure key fundamentals are embedded in all major events

Award Scheme

- Be aware of the content of the Sections Award Schemes with the target of increasing the percentage of youth who achieve relevant Major Event badges



ROLE DESCRIPTION

Assistant State Commissioner – Major Events

Facilitate

- Ensure regular attendance by Team members at meetings of the State Section Councils
- Drive change to ensure relevancy for both the operation of the State Major Events Team and the promotion of Major Events activities within Victoria

Membership

- Be a member and regular attendee of the State Program Team

Coaching/Mentoring

- Mentor members of the State Major Events Team and facilitate their training for the role

Finance

- Assist State Commissioner – Major Events to provide and manage a budget

Communication

- Convey the opportunities in Major Events activities to the Scouting community
- Work collaboratively with the State Leadership Team, if required by State Commissioner – Major Events
- Liaise with other members of the State Program Delivery and Support Team to ensure that all youth members have the opportunity to seamlessly move through the sections and have the opportunity to fully engage in the Major Events program
- Other duties as required by State Commissioner – Major Events

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





ROLE DESCRIPTION

Assistant State Commissioner – Major Events

1. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
2. Have planning, monitoring and delegation skills
3. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
4. Maintain confidentiality

Knowledge

1. 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
2. Understand and demonstrate the role and responsibilities of Assistant State Commissioner – Major Events and have a commitment to that role
3. 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

