

ROLE DESCRIPTION
Venture Deputy Chief Director

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| Title | Venture Deputy Chief Director |
| Reports to | Venture Chief Director |
| Direct Reports | Event Committee Members |
| Measurement | Budget, 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 Venture Deputy Chief Director will share in the Chief Commissioner's leadership focus and will assist in leading their Event Committee. This Committee is empowered to support the program of Scouting through running a high quality, engaging event.

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).

Venture Event Committee

The Venture Deputy Chief Director will assist in leading the Event Committee, a team of volunteers focused on delivering a high quality, engaging event for our Venturer Scout participants, and supporting members including Rovers, and adults.

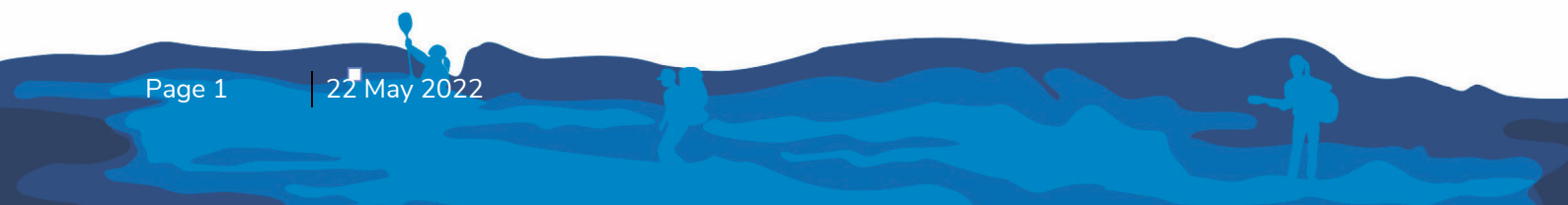
The Committee and Venture Chief Director are responsible for:

- Ensuring that the Event runs successfully with growing Venturer Scout participation in line with the growth of the section
- Ensuring that the Event is self-sustaining and not a financial burden on Scouts Victoria
- Ensuring that the Event is well marketed, attractive to Venturer Scouts and is well attended
- Ensuring that the Event evolves to stay current and relevant for the youth program.

PRIMARY RESPONSIBILITIES

1. The Committee

- Develop a clear plan for delivering a successful event
- Monitor, track and respond to issues that arise with the event
- Provide proactive early intervention
- Understand and know what is happening with the event
- Monitor, track and respond to budgetary issues that may arise
- Include at least one current Venturer on the Committee.



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2. Quality program delivery

Ensure that Venturer Scouts are provided a quality program to engage them and meet their developmental needs thereby enticing full participation and inclusion of all Venturer Scouts.

3. Achievement Pathways

Where possible integrate elements of the achievement pathways into the event.

4. Development

Provide Adults, Rovers and Venturers with the opportunity to learn and develop their leadership skills in a practical environment.

5. Facilitate

Provide a committee and team structure that is proactive and will enable successful delivery of the event.

- Support will be open, honest and timely
- Hold regular meetings of the Event Committee
- Provide minutes of meetings to the Assistant Chief Commissioner - Program and State Commissioner – Major Events.
- Present status updates in person (or via electronic media) to the State Leadership Team

6. Membership/Training

- Current membership of Scouts Victoria with all required training modules completed.
- Be an experienced Wood Badged leader with experience in the Venturer Scout section (past or present role).
- Have completed (or be prepared to complete within 12 months of appointment) the Advanced Leader of Adults (Program Support Leader) training.

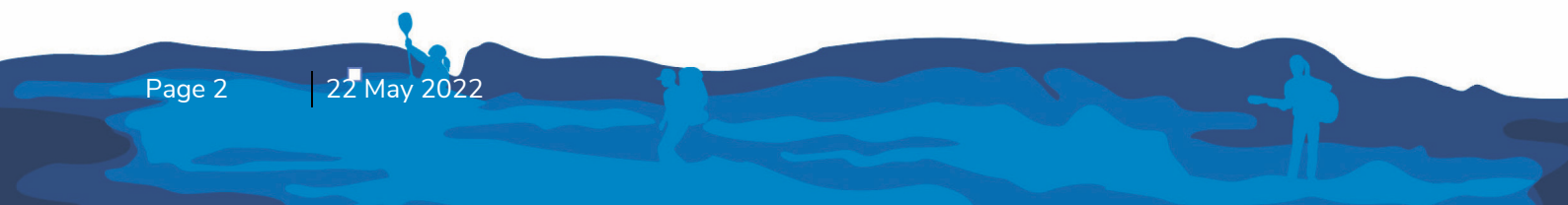
7. Coaching/Mentoring

Mentor members of the Event Committee and facilitate their training for the role.

8. Communication

- Maintain a strong personal profile by actively engaging with the State Venturer Scout Council.
- Foster a good working relationship with the State Commissioner – Major Events.
- If the Venturer Chief Director is unable, attend the regular Major Events management meetings as scheduled by the State Commissioner – Major Events.
- Actively promote the Event at other events.

Other duties as required by the Venture Chief Director.



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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 event
2. Hold a strong belief that Major Events are a key development tool for the youth members
3. Have a commitment towards the importance of activities and alignment with the Achievement Pathways including Outdoor Adventure Skills.
4. Be inclusive in leadership style encouraging their teams to excel
5. Be respectful of all their team accepting individual differences as a resource
6. Have a strong commitment to the safety of children, upholding the values Child Safe Scouting Statement and ensuring policy requirements are met.

Skills

1. Be able to lead, communicate with and motivate other adults and youth, and work harmoniously to deliver the event.
2. Demonstrate planning and delegation skills.
3. Demonstrate risk management, work health safety (WHS), Child Safety and ScoutSafe skills.
4. Have a high degree of computer literacy and be able to use Microsoft Excel to an advanced level.
5. Demonstrated budgeting and financial management skills.

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 knowledge required to run large events
3. Hold Certificate of Advanced Adult Leadership in the Venturer Scout Section
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

