



**ROLE DESCRIPTION**  
**Venture Personnel Director**

<b>Title</b>	Venture Personnel Director
<b>Reports to</b>	Venture Chief Director
<b>Measurement</b>	Recruiting enough adults & youth leaders to run a successful event and having those leaders & youth have an amazing event themselves.

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 position reports to the Chief Director and is expected to successfully manage the listed functions both leading up to and during Venture. The focus of the role is the recruitment of Leaders to run all aspects of the Venture and oversee their welfare during the event. Leadership skills, ability to lead teams, comprehensive knowledge of the State organisation, our structure and processes that have been used by Scouting are required.

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).

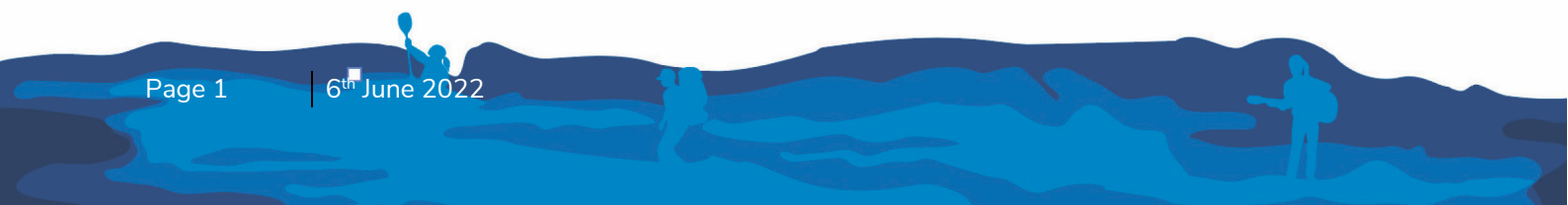
#### PRIMARY RESPONSIBILITIES

- Provide leadership and guidance to a team of Leaders, Youth, and other volunteers to support the Event Committee to facilitate the success of the Venture in areas of Leader recruitment and wellbeing.
- Actively recruit Leaders, in conjunction with other Event Committee members (such as Marketing Manager).
- During the Venture oversee the health and wellbeing aspects of the Leaders and Service Youth and being aware of risk management and workplace health and safety matters.
- Take ownership of Leader and Service Youth issues and see them through to resolution.

#### 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. Be inclusive in leadership style encouraging their teams to excel



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3. Be respectful of all their team accepting individual differences as a resource
1. Availability and commitment to the time required to deliver the duties outlined in this role description.
2. Strategic thinker with an ability to articulate visions, strategies, and plans.
3. Ability to recognise and implement change based on previous lessons-learned pertaining to major events hosted in Victoria
4. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles

**Skills**

1. Personal knowledge of and active experience having been a line leader and service leader at major events for the Venturer section
2. Be able to motivate, lead, communicate with and motivate Adult Leaders and Service Youth to harmoniously to grow the program
3. A friendly attitude, helpful and approachable. Calm under pressure.
4. Get things done approach with no tolerance for politics or empire building.
5. Have excellent planning, monitoring, and delegation skills
6. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in a major events context
7. Maintain confidentiality
8. Understand and demonstrate the role and responsibilities of Venture Personnel Director and have a commitment to that role

**Knowledge**

1. Be a current member of Scouts Victoria, having completed mandatory on-demand training modules and adult membership requirements.
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

**SPECIFIC DUTIES**

- Recruit, build and lead an experienced team of volunteers to deliver all aspects of Venture 2024.
- Developing and maintaining productive communication channels within the Event Committee 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
- Other duties as required to deliver Venture or as requested by the Venture Chief Director.

