



**ROLE DESCRIPTION**  
**Venture Program Director**

<b>Title</b>	Venture Program Director
<b>Reports to</b>	Venture Chief Director
<b>Measurement</b>	Venturers and leaders leave the event saying they have had the experience of a lifetime!

This is a voluntary position.

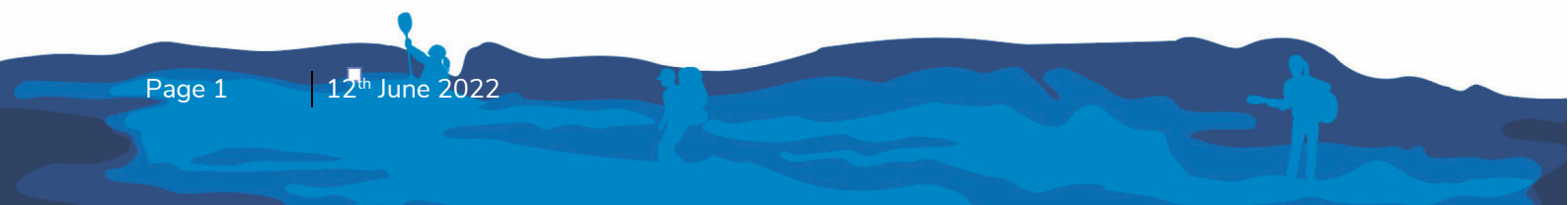
Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Venture Program Director is responsible for managing overseas expeditions, on-site and off-site programs for Venture 2024. They report to the Chief Director and is expected to successfully manage the listed functions both leading up to and during the Venture. They are part of the leadership team, and it is expected that the incumbent will have significant interplay with external companies and the Victorian Branch on matters involved in the areas of responsibility. They will build a strong team of expedition managers who will take responsibility for their relevant expeditions.

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

- 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 the Venture.
- Design and deliver a program experience that is exciting, challenging and meets the demands of Venturers whilst allowing them to progress their award scheme milestones where possible.
- Design alternative backup program experiences should an activity or expedition not be able to proceed at short notice.
- Develop and manage the timeline for all key milestones for the program delivery of the event.
- Be accountable for all aspects of the program team including, planning, and delivery including the budget and financial results of the event; risk management and workplace health and safety matters and program delivery standards.



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- Ensure the Venture is operated in accordance with the Scouts Australia – Policy for Conduct of Major National Events.
- Provide a regular briefing to the Venture Management Team.
- Prepare a comprehensive final report at the conclusion of the event to inform the final report for submission to the BEC.

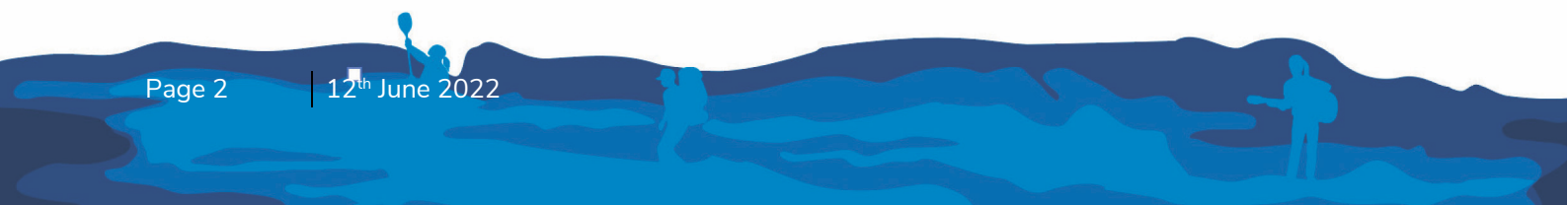
**ATTITUDE, SKILLS and KNOWLEDGE REQUIRED**

**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
3. Be respectful of all their team accepting individual differences as a resource
4. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles
5. Ability to recognise and implement change based on previous lessons-learned pertaining to major events.
6. Ability to develop sound administrative processes to ensure the program is delivered on time and on budget.
7. Flexibility in approach and an ability to work under pressure is essential.
8. Be inclusive in Leadership style encouraging teams to excel and empowering youth to participate.

**Skills**

1. Be able to motivate, lead, communicate with and motivate adult & youth leaders and work harmoniously to grow the program.
2. Have planning, monitoring and delegation skills.
3. Experience in or a strong interest in adventurous activities.
4. Proven ability to build large teams and a management style which allows expedition and program activity managers to get on with the job whilst maintaining enough oversight to have the confidence they will deliver.
5. A friendly attitude, helpful and approachable. Calm under pressure.
6. Get things done approach with no tolerance for politics or empire building.
7. Exceptional problem solving skills.
8. Intermediate to advanced level experience in Microsoft Excel (pivot tables, VLOOKUP, advanced filtering).
9. Experience building budget models that can scale up and down based on youth program demand.
10. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment.



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11. Maintain confidentiality.
12. Understand and demonstrate the role and responsibilities of Venture Program Director and have a commitment to that role.

**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. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
  - i. be prepared to attain Certificate of Proficiency within 12 months

**SPECIFIC DUTIES**

- Recruit, build and lead an experienced team of volunteers involved in the effective management, development, and delivery of the Program team for Venture.
- Involve youth in planning and running of Venture, in senior roles where possible.
- Developing and maintaining productive communication channels within the Venture Event Team to ensure Venturer needs are anticipated, supported, and delivered.
- Promote positive relations between Scouting and the community at large, including sponsors, suppliers and authorities.
- Effectively resolving problems and disputes as they arise.
- Continuously improving operations and activities to achieve the Association's goals and objectives.
- Identify and develop aspiring and potential young leaders as future senior leaders in the movement.
- Develop an engaging overseas expeditions, on-site and off-site programs for the period of the Venture for continuity of theme and outcomes.
- Working with youth members to design overseas expeditions, on-site and off-site activities.
- Work with Transport Manager to ensure smooth transfer of participants to all program activities.
- Ensure required risk assessments are completed for all activities and appropriate mitigation of hazards and dangers are addressed.
- Work with the Scouts Victoria International Commissioner and International Commissioner of Australia to ensure international expeditions run smoothly and are run within established rules and policies.
- Engage with venues and/or government authorities to coordinate/utilisation of public and Scout assets.
- Other duties as required to deliver Venture or as requested by the Venture Chief Director.

