



ROLE DESCRIPTION
State Leader – Top Gear

Title	State Leader – Top Gear
Reports to	State Commissioner – Major Events
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.

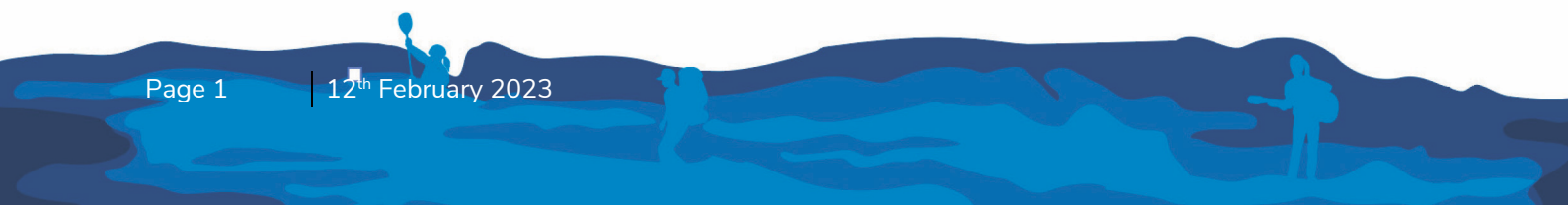
The State Leader – Top Gear is responsible for the delivery of motorsport opportunities to Scouts and Venturers. This historically has included the execution of two events; Top Gear Scout and Top Gear Venturer, as part of Scouts Victoria's commitment to deliver a wide and varied program. Going forward the role will work the various sections and Major Events to further refine these events as well as investigate new motorsport opportunities.

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 and to consider other developmental motorsport activities which may be appropriate.

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

- Develop and manage the team 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.



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- Provide leadership, mentoring 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 all events for submission to the State Commissioner – Major Events.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

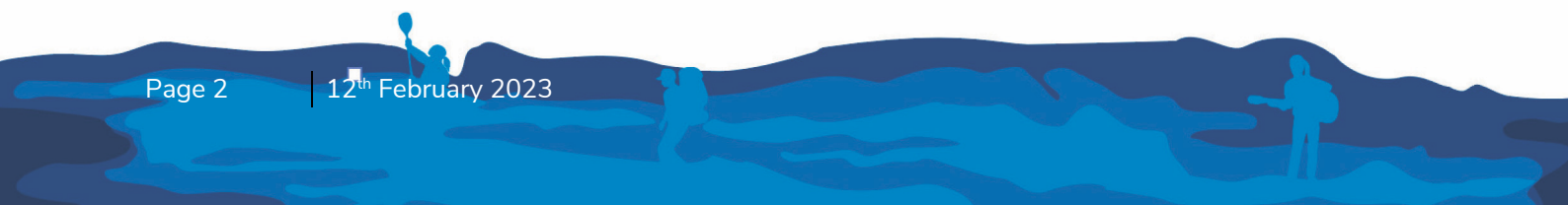
1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program.
2. Have a commitment towards the importance of activities and the 'out' in Scouting.
3. Be inclusive in leadership style encouraging their teams to excel.
4. Be respectful of all their team accepting individual differences as a resource.
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles.

Skills

1. Personal knowledge of and active experience in motorsport activities.
2. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program.
3. Have planning, monitoring and delegation skills.
4. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment.
5. Maintain confidentiality.
6. Demonstrated understanding of the role and responsibilities of an event director and 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





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- understanding of the methods which make it distinctive from other youth organizations.
2. Knowledge and understanding of Motorsport in line with Confederation of Australian Motorsport (CAMS) expectations, specifically Junior Development Programs.
 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
 4. Already have completed or be willing to undertake the National Event Management training within twelve months of appointment.

