

## SCOUTS AUSTRALIA (VICTORIAN BRANCH)



### ROLE DESCRIPTION State Leader –Scout Events

**Title** State Leader –Scout Events

**Reports to** State Commissioner –Scouts

**Appointment** This is a voluntary position. The appointment of this role is for 3 years, with a further 3-year extension possible with the approval of the Chief Commissioner.

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. We enthusiastically welcome applications from individuals of all backgrounds and identities. Your unique experiences and perspectives will enrich our team and contribute to our collective success.

The State Leader –Scouts Events will share in the strategic direction of Scouts Victoria and will work with the various stakeholders that promote & co-ordinate section-based events within Scouting.

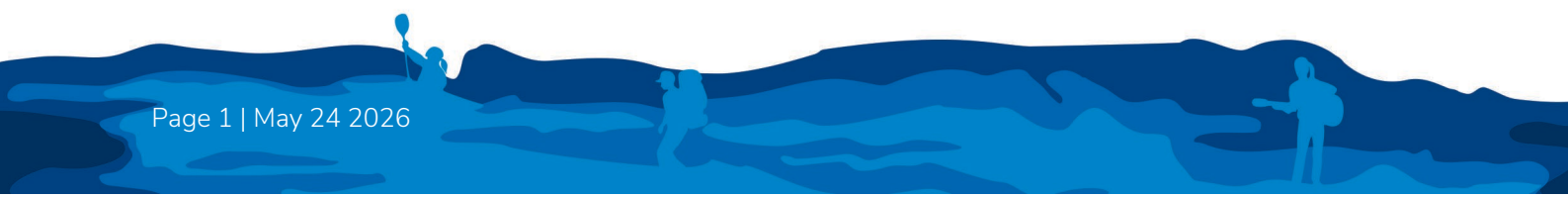
Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

### State Section Council

This role works directly with the State Commissioner –Scouts and is a member of the State Scouts Council. The Section Council provides program and program delivery support to Groups and Districts across Victoria. By advising and supporting Districts, Groups and Units, as needed, with events of varying size and purpose. This role will create and manage project teams when necessary to deliver and support the program focus as developed by the State Council.

#### PRIMARY RESPONSIBILITIES

- Participate in the State Section Council and ensure key fundamentals are embedded in all events.
- Develop and manage project teams to deliver and support events as per the State Council.
- Contribute to the events calendar to ensure that the section is providing quality programs to engage them and meet their developmental needs.



- Liaise with the Major Events team to ensure our events are maintaining best practice in terms of risk management, governance, safety, finance and logistics.
- Mentor members of the project team and facilitate appropriate training.
- Encourage, support and lead youth leadership at all levels of the project.
- Other duties as needed by the State Commissioner.

## Developing a project team

- Ensure someone leads the planning phase of an event.
  - Developing a project plan, including stakeholder engagement.
  - Create a project team with appropriate subject matter expertise.
- Ensure someone leads the implementation phase of an event.
  - Consider the timeline, deliverable milestones and budget.
  - Consider the internal promotion and marketing needs.
  - Consider the communication to local Groups, Districts and Formations.
- Ensure someone leads the continual review phase of an event.
  - Attend Section Council meetings and report on progress.
  - Plan and adjust as needed.
  - Complete a final review and handover post event.

## 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 the teams to excel.
4. Be respectful of all members accepting individual differences as a resource.
5. Demonstrate a commitment to the implementation of Child Safe Scouting.

### Skills

1. Be able to motivate, lead and communicate with adult leaders.
2. Have planning, monitoring and delegation skills.
3. Demonstrate risk management, work health and safety skills in an adventurous activity environment.
4. Maintain confidentiality.

### Knowledge

1. Have strong knowledge of the developmental age of the section.
2. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout movement, its policies and procedures.
3. Have a clear understanding of the methods which make Scouting distinctive from other youth organisations.
4. Have attained (or be willing to attain) the Certificate of Advanced Adult Leadership within 12 months.

