

SCOUTS AUSTRALIA (VICTORIAN BRANCH)



ROLE DESCRIPTION

Project Commissioner – Mafeking Rover Park Recovery

Title	Project Commissioner – Mafeking Rover Park Recovery
Reports to	Deputy Chief Commissioner
Direct Reports	Working groups as necessary
Measurement	Successful site masterplanning, scoping and delivery of early infrastructure projects at Mafeking Rover Park that support timely return of quality program delivery

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 Project Commissioner – Mafeking Rover Park Recovery provides strategic leadership, governance, and coordination of the Mafeking Rover Park Recovery Project. The role is responsible for overseeing the planning, recovery, and early redevelopment of the Mafeking Rover Park, providing the foundation for the long-term sustainability of Mafeking Rover Park following the impacts of bushfire.

The Project Commissioner will work collaboratively with Scouts Victoria, the Victorian Rover Council, volunteers, staff, contractors, and external stakeholders to ensure the successful delivery of project objectives while maintaining the enduring purpose and future vision of Mafeking Rover Park. While the role reports to the Chief Commissioner or their delegate, the role works with the Victorian Rover Council as its primary stakeholder and ultimate custodian of the youth-led operation of the Park, as well as the Mafeking Rover Park Management Group, and seeks to ensure that the recovery of the site aligns with a vision derived from Rovers.

The role is time-limited, with an initial appointment made for three years or until earlier completion of project milestones against the masterplan as agreed with the Chief Commissioner. The successful candidate must be able to demonstrate and uphold a degree of independence from the day-to-day management of the Rover section, with the ability to work collaboratively and supportively with Rovers, supporters of the Rover section, and with Scouting decision-makers and external professionals.



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).



This is a voluntary position.

PRIMARY RESPONSIBILITIES

1. Project Leadership and Governance

- Provide strategic leadership and oversight of the Mafeking Rover Park Recovery Project.
- Ensure effective governance and adherence to agreed project structures, policies, and decision-making processes.
- Seek to align the expectations of Scouts Victoria and the aspirations of the Victorian Rover Council, and escalate any misalignments to relevant governance.
- Liaise and collaborate with the Mafeking Rover Park Management Group
- Ensure major strategic, financial, and operational decisions are appropriately reviewed and endorsed through established governance processes and in line with Scouts Victoria policies and external expectations.
- Foster a collaborative and solutions-focused culture across all project teams and stakeholders.

2. Project Coordination and Oversight

- Coordinate and oversee project meetings, working groups, and stakeholder engagements.
- Establish priorities and project milestones in consultation with key stakeholders.
- Monitor project progress and ensure activities remain aligned with approved objectives, timelines, and budgets.
- Support effective coordination across all project streams and functional teams.
- Ensure actions and decisions are documented and progressed appropriately.

3. Strategic Planning and Risk Management

- Guide the overall direction and future vision of the Mafeking Rover Park Recovery Project.
- Lead the development of a Rover-derived vision for the site, identify desired program outcomes and program offerings, and draft a masterplan for consideration that outlines a staged delivery of the vision (the early stage of which will be delivered under this role)
- Monitor progress against project plans, deliverables, and success measures.
- Identify project risks, emerging issues, and opportunities, and facilitate appropriate responses.
- Support long-term planning to ensure the sustainability and future growth of Mafeking Rover Park.

4. Stakeholder Engagement and Representation

- Act as the primary liaison between project teams, Scouts Victoria, the Victorian Rover Council, and external stakeholders.
- Build and maintain positive relationships with volunteers, supporters, government agencies, contractors, consultants, and community partners.
- Ensure communication regarding project progress is clear, transparent, and timely.



- Represent the Mafeking Rover Park Recovery Project at meetings, events, and forums as required.

5. Accountability and Reporting

- Ensure regular reporting is received from project teams and working groups.
- Oversee the development and endorsement of project plans, budgets, funding submissions, and major deliverables.
- Support accountability across the project by monitoring responsibilities, timelines, and outcomes.
- Provide regular written and verbal updates to Scouts Victoria and the Victorian Rover Council.
- Ensure project documentation and reporting requirements are maintained appropriately.

Other Information

A. Time Commitment

- Attendance at project governance meetings and stakeholder meetings.
- Additional time required for preparation, stakeholder engagement, project oversight, and follow-up actions.
- Commitment levels may vary depending on project phases and key milestones.

B. Reporting Line

- The Project Commissioner operates under the authority of Scouts Victoria and reports to the Chief Commissioner or their delegate.
- Maintains a strong collaborative relationship with the Victorian Rover Council.
- Maintains a strong collaborative relationship with the Mafeking Rover Park Management Group
- Provides leadership and coordination to the Mafeking Rover Park Recovery Project and associated working groups.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

1. Uphold a high level of integrity, accountability, and professionalism.
2. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method.
3. Have a commitment to youth leadership, including willingness to understand Rover-led decision-making processes
4. Be inclusive in leadership style encouraging their teams to excel.
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting.

Skills

1. Demonstrated experience in project leadership, governance, organisational leadership, or board-level roles.
2. Strong strategic planning and decision-making capabilities.
3. Proven ability to manage complex projects involving multiple stakeholders.

4. Excellent communication, facilitation, and relationship management skills.
5. Ability to lead and motivate volunteer teams.
6. Experience in infrastructure, construction, recovery, or large-scale redevelopment projects (essential).
7. Demonstrate risk management, work health and safety (WHS) and ScoutSafe skills in the adventurous activity environment
8. Maintain confidentiality

Knowledge

1. Understanding of, or ability to quickly develop, knowledge of Scouts Victoria governance and organisational structures.
2. Knowledge of funding, grants, budgeting, or financial oversight.
3. Familiarity with risk management and project governance frameworks.
4. 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.
5. Have completed Scouting Essentials and Scouting Management training within twelve months and Scouting Leadership training within two years of appointment.