



Scouts ACT
89 Kitchener Street
GARRAN ACT 2605

Tel: 02 6282 5211
Email: cc@scoutsact.com.au
www.scoutsact.com.au
ABN 95 108 207 854

Be Prepared...
for new adventure!

POSITION DESCRIPTION

(Secondary Appointment)

TITLE: Program Leader, Branch Events Operoo Administrator
RESPONSIBLE TO: Branch Commissioner, Special Interest Areas

REPORTING AND RELATIONSHIPS AND TENURE:

The Program Leader, Branch Events Operoo Administrator reports to the Branch Commissioner, Events.

- The initial term is for up to three years.
- The term is subject to performance outcomes and achievements relevant to the Individual Adult Volunteer Plan, which is reviewed annually.
- It is expected that an annual Individual Adult Volunteer Plan will be completed, discussed and agreed with the Branch Commissioner, Events

PURPOSE OF THE POSITION

The Program Leader, Branch Events Operoo Administrator will support leaders in delivering the Scout Program with a particular focus on supporting leaders during the planning and execution of their events with a particular focus on the support with Operoo and managing applications as a member of the Branch. The events that will be managed by the Branch Events Operoo Administrator will be all Branch events and events involving more than 3 groups. Ensuring templates for risk assessments, budgets and programs are in place and fit into the Youth Program's basic principles and designs especially around Youth leading. They will liaise with the Branch Commissioner, Events and event managers to ensure each event has appropriate support.

RESPONSIBILITIES AND DUTIES

While carrying out the responsibilities of the role, the Program Leader, Branch Events Operoo Administrator will always uphold the purpose, principles and values of Scouts Australia, will adhere to the Adult Code of Conduct and Code of Ethics, will abide by WOSM, National and Branch policies and will behave in accordance with the Scout Law and Promise. Importantly, the Program Leader, Environment will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of the Youth Program.

Program Leader, Branch Events Operoo Administrator will:

1. Provide advice to, and support teams that are managing Branch events.
2. Ensure a wide variety of ACT Branch events occur regularly for all members to engage in, coordinating people to run these events.
3. Organise and promote effective record keeping systems.
4. Take an active role in meetings requiring Branch Commissioner involvement.
5. Maintain ongoing training.
6. Undertake other functions and tasks deemed relevant to the role that may arise from time to time.
7. Encourage the effective delivery of both specific and wider aspects of the Scouting Program.



8. Support the 'Youth leading, Adult supporting' philosophy of Scouts Australia and ensure that youth members are involved and empowered within the portfolio and encouraged and supported in leadership opportunities.

KEY SELECTION CRITERIA

Qualifications

- Hold a Scouts ACT Leader Appointment - this is with another position in the Branch such as a scout leader or in fellowship.
- Hold or achieve a Program Support Leader Wood Badge or be prepared to do so within 12 months of appointment.

Knowledge and Experience

- Sound, evidence-based judgement and accountable decision-making.
- Proven track record of working hard with a strong results orientation.
- Proven, successful record of effective collaboration and teamwork among adults and a diverse range of stakeholders.
- Experience managing projects.

Skills

- Be able to lead, communicate with, and motivate adult Leaders.
- Demonstrate planning and delegation skills.
- Demonstrate child protection, risk management, work health and safety (WHS) and Scoutsafe skills.
- Proven ability to work with youth members.
- Maintain confidentiality.

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in delivering the program utilising the Areas of Personal Growth.
- Show enthusiasm and commitment towards the importance of activities and the 'out' in Scouting.
- Be inclusive in Leadership style encouraging teams to excel.

HOW TO APPLY

To apply to be **Program Leader, Branch Events Operoo Administrator** please lodge an expression of interest by emailing **Felicity McNeice** felicity.mcneice@scoutsact.com.au

Please provide a statement addressing the selection criteria and explain why you would like to be **Program Leader, Branch Events Operoo Administrator**

Please include the following:

- Cover Letter that covers Name, Email Address
- No more than 2 pages that address the position you are applying for and your ideas for the role..
- Resume

Applications close: