

Scout Association of Australia - Victorian Branch

Role Description

Deputy General Manager – Off Site Program – AJ2022

Title	Deputy General Manager – Off Site Program
Reports to	General Manager – Off Site Program
Direct Reports	Nil
Appointment Term	July 2020 to July 2022
Position Type	Voluntary

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 role is a development role for a capable Venturer or Rover to support the success of the 26th Australian Jamboree (AJ2022). The role involves supporting the General Manager – Off Site program in providing leadership and guidance to a team of people to plan, do and review the off-site activity program for up to 9000 youth participants.

Attitude, Skills and Knowledge Required

1. Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in the role.
- Participatory leader that enthuses others and leads by example.
- Enthusiasm and commitment towards the importance of activities and the out in Scouting.
- Availability and commitment to the time required to deliver the duties outlined in this role description.
- Flexibility in approach and an ability to work under pressure is essential.

2. Skills

- Be able to lead, communicate with and motivate youth members, adult Leaders and volunteers using a variety of methods.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety (WHS) and ScoutSafe skills.
- Maintain confidentiality with sensitive and personal information.

Specific Duties

- Support your GM in building and leading an experienced team of volunteers involved in the effective management, development and delivery of the off site program team for AJ 2022.
- Ensuring youth involvement in the leadership and planning and of the Jamboree.
- The successful candidate will be expected to support their GM in the execution of the following functions and operations:
 - o Build a comprehensive team to deliver the off site activities program
 - o Budgeting and financial management of the off site program budget
 - o Development of the detail program plans
 - o Development of how each program activity links back to the challenge areas, OAS and SIA
 - o Risk Management for off site program
- Promoting 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.
- The identification and development of aspiring and potential young leaders as future senior leaders in the Movement.
- Ensure compliance with all applicable Government laws and regulations that will apply to the Jamboree.
- Other duties as required to deliver AJ2022 or as requested by the Program Director, Chief Director, their delegate or the Branch Executive Committee.

To apply for this position, please a brief document (no more than 500 words) outlining why you are the best person for the role and your experience in Scouting to date.

You will need to be 18 years of age or older at the time of the event to be eligible to apply. Successful applicants will be required to attend an online interview.

Should you have any questions about this job description, require further clarification about anything, do not hesitate to contact Alan or Narelle on the below contact details.

Name	Role	Email	Phone
Alan Richmond	General Manager – Off Site	alan.richmond@aj2022.com.au	0419 001 123
Narelle Lowdell	General Manager – Off Site	narelle.lowdell@aj2022.com.au	0439 596 418