

Scout Association of Australia - Victorian Branch

Role Description
Offsite Activity Manager – AJ2022

Title	Manager – Off Site Activity
Reports to	General Manager – Off Site
Direct Reports	Program Off Site Program Team
Appointment Term	(various) June 2020 to July 2022
Position Type	Voluntary

Primary Responsibilities

Provide leadership and guidance to a team of Leaders, Youth and other volunteers to operate a highly successful off-site activity to facilitate the success of the 26th Australian Jamboree (AJ2022).

Ensure, where possible, that authentic youth involvement is incorporated into the activity team, and where-ever possible facilitate youth involvement in the planning and delivery of the activity.

Be accountable for all aspects of the team, including planning, operations and delivery; taking into account risk management and workplace health and safety matters and program delivery standards.

Whereever possible the program should have a direct connection back to the new program structure, and participates, assists and leads should be built in to the design. All activities must be adventurous, fun, challenging and inclusive.

Provide a monthly briefings to the GM Off Site Program and wider program team in a face to face or online meetings as mutually agreed.

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.
- Enthusiasm and commitment towards the importance of activities and the out in Scouting.
- Be inclusive in Leadership style, encouraging teams to excel and empowering youth to lead.
- Commitment to the time required to deliver the duties outlined in this role description.
- Flexibility in approach and an ability to work under pressure.

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.

3. Knowledge

- Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organisations.
- A good understanding of Office Products, including but not limited to Excel, Word, Power Point, Teams.

Specific Duties

- Build and lead a team of volunteers to deliver an off-site activity for AJ2022, including:
 - Development of an engaging day or overnight program for Scout-aged youth
 - Budgeting and management of activity expenses
 - Liaising with internal and external suppliers
 - Coordinating service staff
 - Development of a risk management plan
 - Effectively resolving problems and disputes as they arise.
- Promoting positive relations between Scouting and the community at large, including sponsors, suppliers and Authorities.
- 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 Scouting and 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.

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.

Should you have any questions about this job description, or to apply for the role, please contact Alan or Narelle using the details below.

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