

Branch Commissioner Event Support



Volunteer Position Description

Reports to	DACC Program Support	Short Form Title	BC ES
Liaison	Program Team Youth Commissioner Patrol Event Organisers	Direct Reports	0
Meetings	Team meetings (as required) Program Team Meeting – Monthly DACC Program Support Meeting	Tenure	3 years with a possible 3 year extension

Our program seeks to help develop young people in the areas of personal growth, to help them develop as active citizens involved in their local, national and global communities.

What is the purpose of my role?

The Branch Commissioner Event Support will work with event organising teams to ensure that events organised within the Youth Program portfolio are delivered at the highest quality; to ensure that the youth of the Branch are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Branch; and to ensure that leadership development opportunities are provided for all youth members.

How do I fit in?

The BC Event Support is part of the Program Team, reporting directly to the Deputy Assistant Chief Commissioner Program Support. This role will work in conjunction with the various Event Organisers to lead the development of the program events, in addition to working with the Youth Commissioner Patrol.

How much time is required?

This role requires regularly attending to support requests from volunteers, and collaborating with Program Team, Event Organisers, and the Youth Commissioner Patrol.



What does my role include?

My Key Responsibilities

Event Support and Operational Development

Key Activities I will Perform

- Assist in the development of plans and policies in relation to Branch Events as directed by ACC Program Support.
- Develop, implement and maintain Event Operations Plans standards and expectations to be used by all Event Managers.
- Provide advice and support for BCs / Event Managers responsible for major Branch events and National Events held in South Australia.
- Assist ACC Program Support in overseeing compliance at Branch Events with Operational Plans and Event approval requirements.

What Skills do I require?

Desirable

- Intergenerational collaboration with young people
- Very good interpersonal skills with a strong commitment to the team/organisation
- Risk management – high adventure with acceptable risk
- Teamwork involving young people
- High level communication skills
- The ability to develop sound administrative processes to support strategic directions

Personal Attributes

- A high level of personal motivation and organisation
- A strategic thinker with an ability to articulate visions, strategies and plans
- Well-developed skills in the area of policy preparation

Training Requirements

- Hold or be prepared to gain a Wood Badge for Program Support Leader
- Up to date with SP Child Safe and SP WHS online training
- Event Management experience or qualification highly desirable

