



ROLE DESCRIPTION: VICTORIAN VENTURE CONTINGENT LEADER

Title	Venture Contingent Leader
Reports to	State Commissioner – Venturers
Direct Reports	Deputy Contingent Leader, Assistant Contingent Leaders (youth)
Measurement	Participation, Quality, and Growth with a target of 50% of registered Venturers from Victoria attending
	This is a voluntary position

The Venture Contingent Leader will share in the Chief Commissioner's leadership focus and will lead their Contingent Team. This Team is empowered to support the program of Scouting through running a high quality, engaging event that grows or at least maintains momentum.

Venturer Major Event Committee

The Venture Contingent Leader will lead the Contingent Team, a team of volunteers focused on delivering a high quality, engaging event for our Venturer Youth.

The Venture Contingent Leader and Contingent Team are responsible for:

- Ensuring that the Contingent planning and execution is successful, resulting in sustained Venturer participation in line with the growth of the section
- Ensuring that the Contingent is self sustaining and not a financial burden on the State Venturer Council
- Ensuring that the Event is well marketed, attractive to Venturers and is well attended
- Ensuring that the elements of the Event that are influenced by the Contingent, e.g. pre-tour evolves as the Venturer youth evolves to stay current and relevant
- Ensuring that the Event complements rather than competes with the other major Venturer events

PRIMARY RESPONSIBILITIES

1. The Contingent Team

Ensure that they and their Team Members work through to

- Develop a clear plan for delivering a successful event
- Monitor, track and respond to issues that arise with the event
- Provide proactive early intervention
- Understand and know what is happening with the event
- Include at least two youth members - one male, one female on the Team



2. Quality program delivery

- Ensure that Venturers are provided a quality program to engage them and meet their developmental needs which entices full participation

3. Award Scheme

- Where possible integrate elements of the award scheme into the event

4. Development

- Provide Adults and Venturers with the opportunity to learn and develop their leadership skills in a practical environment

5. Facilitate

- Provide a committee and team structure that is proactive and will enable all Adults and Venturers to deliver the program. Support will be open, honest and timely
- Hold regular meetings of the Contingent Team
- Provide minutes of meetings to the State Commissioner Venturers

6. Membership

- Be an active member and regular attendee of the State Venturer Council
- Participate in State-wide Venturer projects/initiatives as required
- Provide expertise for the State Retention Strategy of making program delivery easier

7. Coaching/Mentoring

- Mentor members of the Contingent Team and facilitate their training for the role
- Establish a clear succession plan for subsequent Ventures

8. Communication

- Maintain a strong personal profile by actively engaging with Venturer Leaders and Venturers on a regular basis
- Actively promote the Event at other events
- Other duties as required by the State Commissioner - Venturers Victoria

9. Recruit more venturers through this adventure and selling it to the friends of existing venturers

ATTITUDES SKILLS AND KNOWLEDGE REQUIRED FOR THE JOB

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the event
2. Hold a strong belief that Major Events are a key development tool for the Venturer section



3. Have a commitment towards the importance of activities and the 'out' in Scouting
4. Be inclusive in leadership style encouraging their teams to excel
5. Be respectful of all their team accepting individual differences as a resource

Skills

1. Be able to lead, communicate with and motivate other adults and work harmoniously to deliver the event
2. Demonstrate planning and delegation skills
3. Demonstrate risk management, work health safety (WHS), and ScoutSafe skills
4. Demonstrate budgeting and financial management skills

Knowledge

1. 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
2. Understand and demonstrate the knowledge required to run large events
3. Experience on a Venture Contingent Team preferred
4. Hold a Wood Badge
5. Have completed advanced training in the Venturer Section and be prepared to complete the required Leader of Adult and Personal Leader Adviser training within twelve months of appointment