



ROLE DESCRIPTION

Venture Assistant Chief Director

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| Title | Venture Assistant Chief Director |
| Reports to | Venture Chief Director |
| Direct Reports | Event Youth Committee Members |
| Measurement | Sustainability, Quality, Delivery and Participation. |

This is a voluntary position.

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 Venturer Major Event Chief will share in the Chief Commissioner's leadership focus and will lead their Event Committee. This Committee is empowered to support the program of Scouting through running a high quality, engaging event that has year on year growth.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

Venturer Event Committee

The Venture Assistant Chief Director will assist in leading the Event Committee, a team of volunteers focused on delivering a high quality, engaging event for our Venturer Scout participants, and supporting members including Rovers, and adults.

The role of Venture Assistant Chief Director is specifically designed for a **Venturer Scout** who has shown strong interest and demonstrated capability in leading major events. The ideal candidate will be a **Venturer now but will be Rover age by the time the event runs**.

The Committee and Venture Chief Director are responsible for:

- Ensuring that the Event runs successfully with year on year growth in Venturer participation in line with the growth of the section
- Ensuring that the Event is self-sustaining and not a financial burden on Scouts Victoria
- Ensuring that the Event is well marketed, attractive to Venturer Scouts and is well attended
- Ensuring that the Event evolves as the Venturer youth evolves to stay current and relevant



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PRIMARY RESPONSIBILITIES

1. The Committee

Ensure that they and their Committee Members work through to:

- Develop a clear year on year 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 one current Venturer on the Committee

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. Achievement Pathways

Where possible integrate elements of the achievement pathways into the event

4. Development

Provide Venturers and Adults 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 Venturers and Adults to deliver the program.

- Support will be open, honest and timely
- Attend and actively participate in regular meetings of the Event Committee
- Take a leading role in developing the Venture program
- Coordinate other youth on the team and run a youth council
- Provide regular updates to the Venture Chief Director on progress

6. Membership

- Be an active participant in their local Venturer Unit
- Be an active participant in state run events like Anything Goes & Vic Gathering
- Be willing to undertake the major events online training





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7. Coaching/Mentoring

Mentor members of the Event Committee and facilitate their training for the role

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
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Other duties as required by the Venture Chief Director

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

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
6. A strong commitment to the safety of children, upholding the values of the Child Protection Policy, Adult Code of Conduct and Child Safe Statement.

Skills

1. Be able to lead, communicate with and motivate other youth and adults and work harmoniously to deliver the event
2. Demonstrate planning and delegation skills
3. Demonstrate risk management, work health safety (WHS), Child Safety and ScoutSafe skills
4. Have a high degree of computer literacy and be able to use Microsoft Excel to intermediate level

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. Have a passion for Scouting major events and be willing to learn and develop new skills

