

ROLE DESCRIPTION
Venture Administration Director

Title	Venture Administration Director
Reports to	Venture Chief Director
Measurement	Provide fast, efficient, and accurate administration and registration support to participants and the Venture team.

This is a voluntary position.

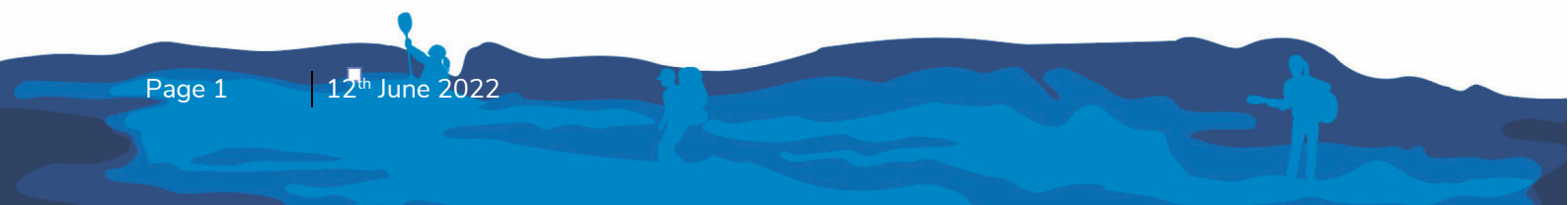
Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Venture Administration Director reports to the Chief Director and is expected to successfully manage the listed functions both leading up to and during the Venture. It is part of the leadership team, and it is expected that the incumbent will have significant interplay with external companies and the Victorian Branch on matters involved in the areas of responsibility.

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).

PRIMARY RESPONSIBILITIES

- Recognising the principles of Youth Leading, Adult Supporting, the structure should be developed as much as possible to allow youth participation in key decision making, and for youth leadership to be at the forefront in the delivery of the event.
- Provide leadership and guidance to a team of Leaders, Youth, and other volunteers to operate a highly successful Event Committee to facilitate the success of the Venture.
- Develop and manage the timeline for all key milestones for the delivery of the event for Support Services.
- Be accountable for all aspects of the administration team including, planning, and delivery including the registration system, online, email and phone support for participants and service staff, and being the first point of call for all contact to the event.
- Run the on-site reception for visitors and general enquiries at the Venture.
- Oversee event communications systems including IT network, radio systems and site wide wifi network.
- Implement and own software systems used by the event including the registration system.



ROLE DESCRIPTION
Venture Administration Director

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

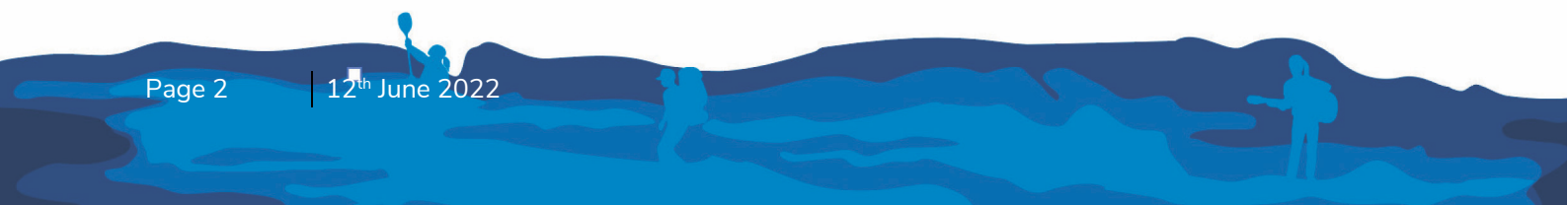
1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Be inclusive in leadership style encouraging their teams to excel
3. Be respectful of all their team accepting individual differences as a resource
4. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles
5. Ability to recognise and implement change based on previous lessons-learned relating to major events.
6. Ability to develop sound administrative processes to support the event which are not cumbersome or “just creating unnecessary paperwork”.
7. Flexibility in approach and an ability to work under pressure is essential.
8. Be inclusive in Leadership style encouraging teams to excel and empowering youth to participate.

Skills

1. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program.
2. A friendly attitude, helpful and approachable. Calm under pressure.
3. Get things done approach with no tolerance for politics or empire building.
4. Experience using the national OLEMS registration system (highly desirable, but not essential).
5. Intermediate to advanced level experience in Microsoft Excel (pivot tables, VLOOKUP, advanced filtering).
6. Excellent problem solving skills.
7. Have planning, monitoring and delegation skills
8. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
9. Maintain confidentiality
10. Understand and demonstrate the role and responsibilities of Venture Administration Director and have a commitment to that role

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 attained Certificate of Advanced Adult Leadership (Leader of Adults) or
 - i. be prepared to attain Certificate of Proficiency within 12 months





ROLE DESCRIPTION
Venture Administration Director

SPECIFIC DUTIES

- Recruit, build and lead an experienced team of volunteers involved in the effective management, development, and delivery of the Administration team for Venture.
- Developing and maintaining productive communication channels within the Venture Event Team to ensure customer needs are anticipated, supported, and delivered.
- Effectively resolving problems and disputes as they arise.
- Continuously improving operations and activities to achieve the Association's goals and objectives.
- Other duties as required to deliver Venture or as requested by the Venture Chief Director.

