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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Activity Leader – Air Activities
<b>REPORTS TO</b>	Branch Commissioner Air Activities
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH</b>	Other Leaders in the Air Activities Team Other Leaders who form part of the Air Activities team when programs are running Sectional Unit Leaders Members who have made booking to attend a program
<b>DELEGATIONS</b>	As per the Delegations Policy
<b>MEASUREMENTS</b>	As agreed
<b>PURPOSE</b>	The purpose of the Activity Leader – Air Activities is to develop and run Section specific air activity programs .

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Develop program options for your specialist Section in line with the Air Activities overall Strategy. The programs developed should be a mix of programs run by the Air Activities team and programs that Section leaders can run back at the Unit.</li><li>• Delivery of the program for your specialist Section at least monthly at the Air Activities Centre</li><li>• Delivery of the program for your specialist Section from time to time in a regional centre.</li><li>• Procurement and management of program resources in line with the approved budget and Delegations</li><li>• Management of Bookings, for relevant programs including<ul style="list-style-type: none"><li>○ Ensuring that booked Adult and Youth numbers can be accommodated within the program.</li><li>○ Information is sent to Units which have made bookings within appropriate time</li><li>○ Finalisation documentation after delivery of the program is prepared and submitted within acceptable time frames</li></ul></li></ul>
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- Work with the Air Activities team to ensure that program is promoted and advertised to ensure that it reaches the required audience
  - Attend the Monthly Air Activities Meeting
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#### **CRITERIA**

- Have a sound knowledge and strong commitment to the purpose, objectives, and philosophy of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
  - Be enthusiastic and able to motivate, build, lead, and chair teams among both youth and adults.
  - Be inclusive in leadership style.
  - Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
  - Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community.
  - Be able to mediate, carry out reviews, write reports, and make recommendations.
  - Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
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#### **ROLE SPECIFIC CRITERIA**

- Hold a Youth Program Leader Wood Badge or undertake complete this training within 1 year of taking up the role.
  - Have had experience in the particular Section that applying for
  - Have some management experience
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