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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Chief Director (LEAP 2024 – BP Park)
<b>REPORTS TO</b>	Assistant Chief Commissioner Major Events
<b>DIRECT REPORTS</b>	LEAP Organising Committee Members – BP Park SUB Camp Leaders
<b>LIAISES WITH</b>	Branch Commissioner Scouts Branch Commissioner Venturer Scouts LEAP Reference Group B-P Park Staff Queensland Branch Support Office Staff
<b>DELEGATIONS</b>	As per the Delegations Policy
<b>MEASUREMENTS</b>	Number of Attendees Budget vs actual
<b>PURPOSE</b>	The purpose of the Chief Director of LEAP 2024 – BP Park is the establishment and overall management and co-ordination of the LEAP 2024 – BP Park prior to, during and after the Event.

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### PRIMARY RESPONSIBILITIES

- Lead the Organising Committee by providing inspirational leadership, guidance and mentorship to all members and their teams.
- Lead the Organising Committee in the delivery of a successful camp focussed on members having an enjoyable and memorable experience.
- Carry out the recruitment process for roles and make recommendations to the Chief Commissioner through the Assistant Chief Commissioner Major Events on appointments to be made.
  - Deputy Chief
  - Administration
  - Finance
  - Health & Wellbeing
  - Equipment
  - Activities
  - Security
- Undertake an expression of interest process for two youth members of Scout Age to be members of the Organising Committee.



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- Delivery of the Budget in liaison with the Assistant Chief Commissioner Major Events to be available for approval by the Chief Commissioner and Branch Executive and Finance Committees at least 6 months prior to the event
  - Hold Regular Committee Meetings and report monthly to the Assistant Chief Commissioner Major Events for forwarding to the Chief Commissioner
  - Meet planning timelines as agreed.
  - Manage LEAP 2024 – BP Park in accordance with Policy and Rules and Queensland Branch Scouting Instructions.
  - Provide a post LEAP 2024 - BP Park report, complete with relevant data and recommendations and guidance for the Organising Committee of the next LEAP Event.
  - Submit to the Chief Commissioner through the Assistant Chief Commissioner Major Events a consolidation of the Directors reports and recommendations following the event

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#### **CRITERIA**

- A personal commitment to the Aim and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law.
- Have a sound knowledge and strong commitment to the purpose 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 mentor 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.
- Be able to mediate, carry out reviews, write reports and make recommendations.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.



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- Have a sound understanding of Child Safety with accordance with Qld. Branch Policies, Principles, Standards and Procedures.
  - Proven ability to prioritise workloads and multitask to ensure commitments are filled in a timely manner.
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**ROLE SPECIFIC CRITERIA**

- This role is a secondary role for a period of one year. With Initial appointment being made in approx. November prior to the year of the LEAP 2024 – BP Park
  - Extensive experience as a Section Leader or Commissioner
  - Must hold a Wood Badge
  - Major event Experience including participation in a number of National or Queensland Branch events is highly desirable
  - Relevant management qualifications or experience
  - Project Management experience desirable
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