



D U T Y S T A T E M E N T

TITLE OF POSITION	Branch Adviser – Equipment and Activity Store
REPORTS TO	Branch Commissioner – Equipment and Activity Store
DIRECT REPORTS	Nil
LIAISES WITH	Assistant Chief Commissioner – Sustainability and Operations Branch Commissioner (Operations) Branch Commissioner (Adventurous Activities) Campsite Management Committees & Caretakers All persons wishing to hire equipment from the store Branch Support Office
DELEGATIONS	As per the Delegations Manual
MEASUREMENTS	As negotiated
PURPOSE	The position will provide support for the Branch Equipment and Activity Store operations in compliance with the Scout Association of Australia, Queensland Branch Inc policies and <i>Queensland Branch Scouting Instructions (QBSI)</i> , for supporting Youth Program educational outcomes with equipment that is well maintained and which Members can safely use with confidence and for the financially sustainable operation of the Equipment and Activity Store

PRIMARY RESPONSIBILITIES

- Assist the Branch Commissioner to manage the Branch Equipment and Activity Store (E&AS) in support of the Association:
 - a. Manage the internal and external hire of all equipment contained within the store by
 - i. Actively responding to emails and texts.
 - ii. Monitoring and reviewing all bookings via the Checkfront booking system.
 - iii. Checking the list of items due for hire weekly and coordinating the items to be collected from the store, ensuring they are all in good working condition.
 - iv. Coordinating the return of items to the store.

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- v. Checking items being returned are returned in the appropriate condition and all items are actually returned.
 - b. Contribute to formulating a procedure to ensure all equipment returned to the store is checked thoroughly for cleanliness and working condition before items are returned to their storage location.
 - c. Coordinate with the Branch Support Office, if necessary, any billing requirements associated with items hired, items requiring repair or replacement as a result of a hire.
 - d. Ensure all equipment is catalogued and well maintained.
 - e. Participate in the annual stocktake of all equipment held at the Equipment and Activity Store, including equipment held by Cuboree, Agoonoree, Jamboree, Adventurous Activities and People and Culture.
 - f. Provide input to a yearly budget for the replacement, maintenance and repair of equipment held by the Equipment and Activity Store.
- Stand in for the Branch Commissioner E&AS during times when the Branch Commissioner is away and communicate all issues and decisions to the Branch Commissioner.
 - In conjunction with the Branch Commissioner E&AS, liaise with the Branch Commissioner (Operations) and/or Branch Commissioner (Adventurous Activities) and Campsite Management Committees on the opportunity to temporarily or semi permanently store equipment from the Branch Equipment and Activity Store, on the different campsites for hire on the campsite as part of the camping experience.
 - In conjunction with the Branch Commissioner E&AS, liaise with the Branch Commissioner (Adventurous Activities) and the Adventurous Activity Team
 - a. on the storage, currency of operational certificates, maintenance, repair and replacement of adventurous activity equipment held by the store with the Adventurous Activity Team responsible for the currency of operational certificates, maintenance, repairs and replacement of the adventurous activity gear.
 - b. in the preparation of the annual budget for the operation of the Branch Equipment and Activity Store in so far as the costs to maintain currency of operational certificates, maintenance, repairs and replacement of adventurous activity equipment.
 - Make recommendations for the write off and or retiring of any equipment within the store.



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- Undertake research into new products available to market, as potential replacements for equipment being retired and make recommendations to the Branch Commissioner E&AS.
 - Any other responsibilities requested by and in support of the Branch Commissioner – Equipment and Activity Store and/or Assistant Chief Commissioner – Sustainability and Operations.
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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
 - Have a sound understanding of Child Safety in accordance with Qld. Branch Policies, Principles, Standards and Procedures.
 - Proven ability to prioritise workloads and multitask to ensure commitments are completed in a timely manner.
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ROLE SPECIFIC CRITERIA

- Hold a Program Support Leader (Leader of Adults) Wood Badge or be prepared to complete Program Support Leader Proficiency training within 12 month and Wood Badge within 3 years of appointment
- Have a contemporary practical knowledge of equipment storage and cataloguing and in-bound and out-bound logistics, concepts and processes



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- Have Relevant management qualifications or experience
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