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

<b>TITLE OF POSITION</b>	Branch Coordinator JOTA/JOTI
<b>REPORTS TO</b>	Branch Commissioner (International)
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH</b>	National Coordinator JOTA/JOTI Region Commissioners District Commissioners Leaders and Youth Members Branch Support Officer Staff
<b>DELEGATIONS</b>	Nil
<b>MEASUREMENTS</b>	As negotiated
<b>PURPOSE</b>	The purpose of this role is to organise, coordinate and promote Jamboree of the Air (JOTA) and Jamboree of the Internet (JOTI) to the members of Scouts Queensland and to keep the Branch Commissioner International advised on all matters in relation to JOTA/JOTI.

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Provide support to the Branch Commissioner (International) in the provision of JOTA/JOTI Activities at all levels of the movement.</li><li>• Organise and Coordinate JOTA/JOTI at a Branch level</li><li>• Promote JOTA/JOTI activities to members of Scouts Queensland at all levels.</li><li>• Be responsible for resource material relating to JOTA/JOTI being made available to members of Scouts Queensland at all levels.</li><li>• Form relationship with amateur Radio groups and wireless Institute of Australia (Queensland) to promote and link Scout Groups with Amateur Radio groups for JOTA.</li><li>• Liaise with the National Coordinator JOTA/JOTI</li><li>• Grow the participation numbers within Scouts Queensland</li><li>• Attend meetings, workshops and conferences as required and represent the Branch Commissioner (International) when requested.</li><li>• Any other duties requested by the Branch Commissioner (International)</li></ul>
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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 filled 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 months and the Wood Badge training within three years of appointment.
- Have previous experience as an Amateur Radio Operator
- Have a good Understanding of the Youth Program
- Holding of an Amateur Radio Licence is highly desirable