



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

TITLE OF POSITION	Branch Adviser Event Systems
REPORTS TO	Assistant Chief Commissioner Major Events
DIRECT REPORTS	Nil
LIAISES WITH	Branch Commissioner Major Events Other Branch Advisers within the Major Events team Branch Commissioners Region Commissioners Event/Contingent/Activity/Directors/Leaders/Committees Manager IT Branch Finance Staff BSO Staff
DELEGATIONS	As per the Delegations Manual
MEASUREMENTS	As negotiated as part of the Individual Adult Volunteer Plan (IAMP) process
PURPOSE	The Purpose of the Branch Adviser Event Systems is to support events using all available authorised systems.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Promote the use of Queensland Branch Event Management System at all levels.• Set up and manage the event management system as required for each event.• Ensure that the appropriate members of each event team are aware of how to effectively use the Event Management System.• Ensure that the Event Management system is used appropriately and efficiently for each event.• Set up and manage square payment system for use at events.• Set up and manage an online shop for surplus merchandise from events.• Any other duties requested by the Assistant Chief Commissioner Major Events and Branch Commissioner Major Events.
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CRITERIA	<ul style="list-style-type: none">• 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.
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- 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.

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 in the managing or supporting Events.
- Have Information Technology experience.