



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

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| TITLE OF POSITION | Branch Adviser Events Health & Wellbeing |
| REPORTS TO | Assistant Chief Commissioner Major Events |
| DIRECT REPORTS | Nil |
| LIAISES WITH | Branch Commissioner Major Events Other Branch Advisers within the Major Events team Diversity & Inclusion Team Branch Commissioners Region Commissioners Event/Contingent/Activity/Directors/Leaders/Committees Branch Commissioner Risk BSO Staff |
| DELEGATIONS | As per the Delegations Manual |
| MEASUREMENTS | As negotiated as part of the Individual Adult Volunteer Plan (IAPV) process |
| PURPOSE | The Purpose of the Branch Adviser Events Health & Wellbeing is to support all Event Teams in the planning, facilitation, management and documentation of health and wellbeing aspect for an Event. |

PRIMARY RESPONSIBILITIES

- Support the planning, facilitation, management and documentation of health and wellbeing aspects for Events:
 - Develop tools and templates to be used when promoting and dealing with health and wellbeing matters
 - Provide advice and support on health and wellbeing matters
 - Support Event wellbeing teams to have conversations with participants about any health and wellbeing concerns and plans.
- Support and guide participants to make decisions about their attendance at events.
- Establish standard risk assessments components in relation to Health and Wellbeing to be included in the overall Risk Assessment for the event.
- Keep updated to ensure emerging challenges/risks/trends and opportunities to improve are captured.
- Work with all Event Teams to resolve Health & Wellbeing issues and escalate as required.



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- Consult the other Branch Team Members such as Diversity and Inclusion, and Risk on all health & wellbeing matters.
 - Any other duties requested by the Assistant Chief Commissioner Major Events and Branch Commissioner Major Events.
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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 months and the Wood Badge training within three years of appointment.
 - Have previous experience in the managing or supporting Events area.
 - Medial/Practical First Aid Experience would be required
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