



---

## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Branch Adviser Events Support Services
<b>REPORTS TO</b>	Assistant Chief Commissioner Major Events
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH</b>	Branch Commissioner Major Events Other Branch Advisers within the Major Events team Branch Commissioners Region Commissioners Event/Contingent/Activity/Directors/Leaders/Committees Branch Support Office Brand and Sponsorship Team Branch Support Office Finance Team Other Branch Support Office Staff
<b>DELEGATIONS</b>	As per the Delegations Manual
<b>MEASUREMENTS</b>	As negotiated as part of the Individual Adult Volunteer Plan (IAVP) process
<b>PURPOSE</b>	The Purpose of the Branch Adviser Events Support Services is to support all Event Teams in the planning, facilitation, management and documentation for Events

---

<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Provide advice and support to the Event teams in the preparation of budgets, gaining approval, processing and finalising accounts.</li><li>• Monitor financial position of each Event and provide monthly reports to Branch Commissioner Major Events.</li><li>• Support the development and design of a promotions and communications strategy for each Event.</li><li>• Support the development of promotional information content, such as articles, press releases, etc including material to highlight the achievements, activities and successes of the Events.</li><li>• Oversee and enhance all Events Team's digital presence, including website, social media, and other online platforms, to engage and inform the target audience.</li><li>• Manage preferred merchandise suppliers for Events.</li><li>• Any other duties requested by the Assistant Chief Commissioner Major Events and Branch Commissioner Major Events.</li></ul>
---------------------------------	---

---



---

**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.

---

**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 with Events in a similar role.
-