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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Branch Commissioner Major Events
<b>REPORTS TO</b>	Assistant Chief Commissioner Major Events
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH</b>	Branch Commissioners Region Commissioners Event/Contingent/Activity/Directors/Leaders/Committees BSO 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 Commissioner Major Events is to ensure through the delivery of the Program a great and safe experience for all members of Scouts Queensland, which supports ongoing growth of Scouting in Queensland.

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Oversee the delivery of the Major Event Program elements, as part of the overall branch strategy and action planning.</li><li>• Manage Monthly reporting cycle for all major events.</li><li>• Support Major Event Directors/Teams to meet event requirement in appropriate time frames:<ul style="list-style-type: none"><li>○ preparation and submission of budget for approval,</li><li>○ requirements for application management system setup and release</li><li>○ Submission of monthly progress reports</li><li>○ close out reports completed and submitted for approval.</li></ul></li><li>• Liaise with event teams to align event programs with the achievement pathways.</li><li>• Manage the Queensland Branch Event Management Manual.</li><li>• Provide advice to the Assistant Chief Commissioner Major Events on the appointment of Major Event Directors and their Teams.</li><li>• Keep abreast of community attitudes and concerns and professional areas of interest relevant to our program with regards to Major Events.</li><li>• Act for and on behalf of the Assistant Chief Commissioner Major Events as required.</li><li>• Any other duties requested by the Assistant Chief Commissioner Major Events.</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 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 Major Events area.
- Have a good Understanding of the Youth Program.
- Management experience would be beneficial.