



Scouts Australia (SA Branch)

Volunteer Position Description

Version: September 2020

Title	Project Commissioner (Super Splash 2021)
Short Form	PC (Super Splash 2021)
Reports to	Branch Leader (Branch Calendar) to Branch Commissioner (Educational Purpose)
Reports	<ul style="list-style-type: none"> Relevant Event Committee <ul style="list-style-type: none"> Administration Manager Finance Manager Catering Manager Sites, Services and Logistics Manger Entertainment Manager Program Manager Welfare and 1st Aid Manager
Liaison	<ul style="list-style-type: none"> PC Events
Tenure	<ul style="list-style-type: none"> 1 year, beginning in November 2020 <ul style="list-style-type: none"> The successful applicant will be required to attend Super Splash 2020 Initial appointment period of 6 months will apply with performance targets determining ongoing appointment

Purpose of the position	<p>The Project Commissioner (Super Splash 2021) is responsible for overseeing a team to ensure that Super Splash 2021 is run at the time as specified on the Scouts SA Branch Calendar for the year of 2021.</p> <p>Super Splash is an annual event which is open to Scouts aged 13.5 to 18 (incorporating Adult Venturers) with a focus around water activities and linking and retention from Scouts → Venturers → Rovers.</p> <p>The event committee will comprise of the following departments, all of which report to you as the event coordinator:</p> <ul style="list-style-type: none"> Administration Manager Finance Manager Catering Manager Sites, Services and Logistics Manger Entertainment Manager Program Manager Welfare and 1st Aid Manager
Responsibilities and duties	<p>Follow the Scout Method</p> <ul style="list-style-type: none"> Make sure the program follows the fundamentals of Scouting Youth Leading, Adult Supporting <p>Learning by Doing</p> <ul style="list-style-type: none"> Make sure that the youth get to physically do learning activities, instead of just listening Look after the well-being and safety of your youth members <p>Maintain the Scouting Way</p> <ul style="list-style-type: none"> Follow branch & national policies and procedures Act in accordance with the Code of Conduct and Law and Promise Attend meetings relevant to this role

Key Responsibilities	<ul style="list-style-type: none"> • Coordinate and build a team to ensure that Super Splash 2021 is run according to the prescribed syllabus in the case of a personal development course, or project brief in the case of an event. • Focus on increasing youth involvement in facilitating aspects of Super Splash 2021, including Venturer and Rover Scouts. • Provide monthly progress reports to the BL (Branch Calendar) using the provided template • Hold committee meetings as required prior to the event, with minutes documented and uploaded to the Microsoft Team/Sharepoint as required • Ensure all appropriate documentation is completed and stored in the Microsoft Team/Sharepoint as required
Personal Requirements	<p>Attitudes</p> <ul style="list-style-type: none"> • Willingness to work intergenerationally with young people • Adaptability & flexibility • Belief in the concept of learning by doing, and leads by example • Empathy for Scouting volunteers • Willingness to give help & seek it when needed • Supportive & open, non-judgemental • Commitment to a long-term program of development <p>Skills</p> <ul style="list-style-type: none"> • Problem solving & Creativity • Teamwork involving young people • Advising and mentoring young people • Risk Management – high adventure with acceptable risk • Communication/able to explain activities and programming • Ability to reflect and review team members capabilities and skills, identifying further areas of personal development where required • Observing and overseeing others • Relationship building, reinforcing the patrol system • Approachable personality • Competent in the use of email and online communications/collaboration tools used by the Branch <p>Knowledge</p> <ul style="list-style-type: none"> • Adult and youth professional development • Program & Scout Method awareness • Leadership styles – when to use, how to mentor leadership • Minimising environmental impacts and waste
Membership & Training Qualifications	<ul style="list-style-type: none"> • Current member or prepared to meet membership requirements of Scouts SA • Leader of Youth Woodbadge or willing to complete their Woodbadge training within 6 months of appointment • Completion of Basic Training (LOA) within 6 months of appointment • Complete an Adult Development plan with Line Manager at stipulated times. • Applicants will be supported to complete any additional training required
Key Result Areas	<ul style="list-style-type: none"> • Development of a team to implement Super Splash 2021 • Where required, develop event management and documentation specific to the event <ul style="list-style-type: none"> ○ Liaise with PC Events, BL Branch Calendar and BC Educational Purpose on existing documentation • Youth have an active role in the implementation of the event • Ensure Plan → Do → Review is followed throughout the lifecycle of the event <ul style="list-style-type: none"> ○ A final event review must be conducted within 3 months of the conclusion of the event ○ This review must be submitted to BL Branch Calendar upon completion