



Scouts NSW

**Position
Description**

**State
Commissioner –
Major Events**

100151

Purpose of the position

The State Commissioner (SC) Major Events is the volunteer member responsible to the State Commissioner (SC) One Program for:

- Working jointly with the Program Support leads on matters of governance, compliance and management of major events to support member recruitment and retention
- Working with Major Event teams to facilitate the best possible program experience for members
- Respond in a timely manner to requests for help or support from members
- Assisting Region-based contacts with Major Event guidelines, governance requirements and compliance.

The SC Major Events will guide the work of the various Major Event teams (established and forming) and will interact regularly with uniformed members and supporters while managing the governance of events.

The SC Major Events is focused on helping achieve the best program and outcomes as possible whilst delivering affordable, attractive and inclusive events.

Primarily the SC Major Events is responsible for ensuring governance and oversight of Major Events within NSW.

Reporting and Relationships and Tenure

Direct Reporting Line

The SC Major Events reports to the State Commissioner (One Program) responsible for the Youth Program Support portfolio.

Matrix Relationship Lines

- Finance
- Risk Management

Tenure



The initial term is for up to three years, inclusive of a probationary period of three months. An extension period of up to three years will be considered.

The term is subject to performance outcomes and achievements relevant to the Adult Development Plan, which is reviewed annually.

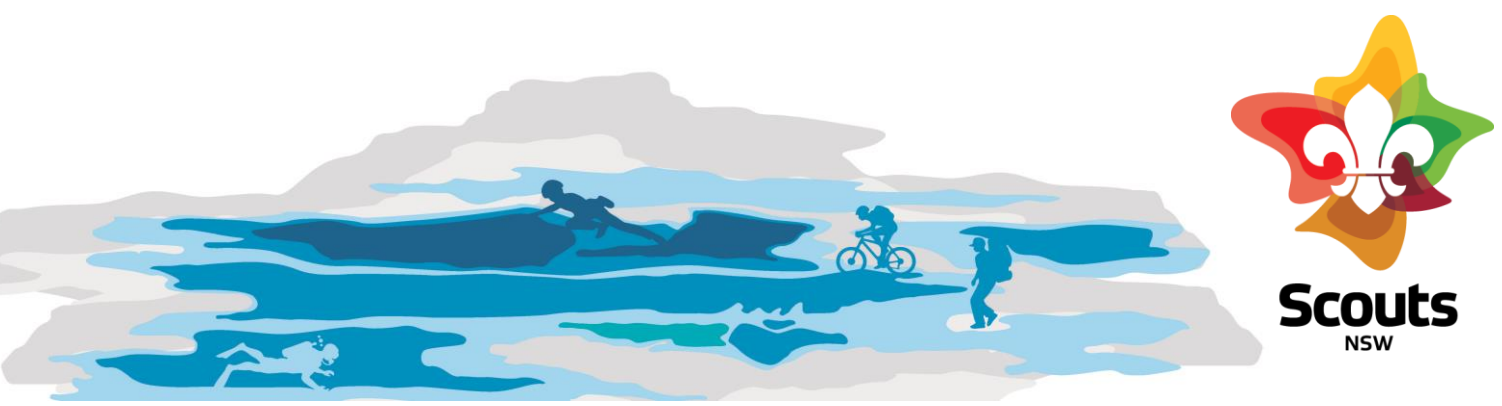
It is expected that an annual Adult Development Plan will be completed, discussed and agreed with the SC One Program.

Responsibilities and duties

While carrying out the responsibilities of the role, the SC Major Events will always uphold the purpose, principles and values of Scouts Australia, will adhere to the Adult Code of Conduct, will abide by WOSM, National and State policies and will behave in accordance with the Scout Law and Promise. Importantly, the SC Major Events will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to delivery of the Youth Program and Major Events.

The SC Major Events will:

- Work with the SC One Program to create leadership development opportunities, empowering adults and youth members to take on key roles in Major Events
- Offer support to and encourage collaboration between the various Major Event Teams in terms of personnel, equipment and resources
- Chair Steering Committees relating to Major Events and ensure regular reporting and feedback is provided to the Branch Leadership Team, Board and State Finance Committee
- Assist in the establishment of a team of SMEs (Subject Matter Experts) to assist the various Major Events Teams
- Maintain and update the NSW Branch Major Events Policies and assist with enforcement of these
- Be a source of information, guidance and assistance to anyone wishing to run an event or work on an event team



- Build a library of templates to assist and standardise reporting, budgeting and recording of Major Events
- Assist with the development of and reporting of KPIs for major events to ensure they continue to grow and achieve event on event
- Ensure the Plan > Do > Review process is followed for each Major Event and any relevant learnings are implemented into future major events
- Assist the Major Events Team to ensure the Scouts NSW website information that relates to Major Events and outcomes is correct and reviewed regularly
- When possible attend and assess the effectiveness of Region and State events
- Conduct regular two-way communication with local and state Leaders on the opportunities for Major Events and Major Event Teams
- Identify where meetings require State Commissioner involvement
- Maintain ongoing training
- Attend to other necessary functions and duties as requested

The role will require engagement with other Scouting stakeholders. Most contact will be in the evenings and on weekends. Some flexibility will be helpful for addressing urgent matters or major issues.

It is the goal of the Chief Commissioner, the Deputy Chief Commissioners, the Chief Executive Officer and the Board of Directors that Scouts NSW develops a culture of openness, inclusiveness, genuine teamwork and mutual assistance. All senior positions, including AC positions, will be both responsible and accountable for the generation and maintenance of this positive culture.

Skills and Personal Attributes

The SC Major Events, as with every member of the State uniformed team, must have a proven capacity to deliver outcomes and be a self-starter with capacity to work without close supervision.

Essential attributes



- 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.
- High levels of personal motivation, organisational skills and acceptance of responsibility and accountability for outcomes.
- A self-starter with capacity to work without close supervision, especially in a volunteer environment.
- Ability to contribute productively, acting respectfully and with thoughtfulness to all members
- Enthusiasm for the current strategic direction of Scouts NSW
- An appropriate fit with the positive and enabling culture of Scouts NSW

Desirable attributes

- Wood Badge (advanced adult Leader training) qualified OR having the willingness to undertake training and achieve the qualification within 12 months of appointment to the role.

Key Selection Criteria

The SC Major Events will be required to meet the following three criteria areas.

Knowledge and Experience

- Sound knowledge of the Youth Program
- Experience with Steering Committees and Organising Committees of Major Events
- Knowledge of Major Events and how to ensure they are appropriate to different age ranges
- Sound, evidence-based judgement and accountable decision-making
- Proven track record of working hard with a strong results orientation



- Proven, successful record of effective collaboration and teamwork among adults and a diverse range of stakeholders
- Experience managing projects and budgets

Qualifications

- Minimum one years of experience as a Leader of Adults in Scouting, or demonstrated experience operating at a senior level in another organisation
- A willingness to complete any requisite training as required for the position and hold a Wood Badge

Accountability

This position is important to Scouts NSW and it is essential that the SC creates the change we want to see. Therefore, a strong achievement orientation is required. The SC Major Events will be assessed on the results they achieve. Assessment will include formal annual performance reviews.

The strategic performance indicators that apply to this position include:

- Respond in a timely manner to emails
- Develop and implement plans for promoting formal education outcomes for members
- Undertake regular engagement with youth members and adults in Scouting to assist with reaching education outcomes
- Communicate with Major Event leads, as required

For further information and background, please contact the ACC Youth Program & Support.

Meetings and Clearances

Meetings

Regular meetings include:

- State team meetings (2-3 times per year)
- Youth Program & Support meetings



- Major Events meetings as required

The SC Major Events will also be required to host and attend Steering Committee Meetings or Other Major Event meetings.

Clearances

Candidates chosen to be interviewed are required to have a current Working with Children Check clearance and have undergone a background check and a National Police Check.

