

SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

Patrol Leader - Administration

Mafeking Rover Park Management Group



Title	Patrol Leader - Administration
Reports to	Chairman – Mafeking Rover Park
Measurement	Membership, Quality and Participation.

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The Mafeking Rover Park Management Group seeks a Rover to join the committee to fulfil the role of **Patrol Leader - Administration**, this role is open to all Rovers currently registered within Victoria who have an interest in fulfilling the role.

The Patrol Leader – Administration oversees a patrol of people who's responsible for Marketing and managing hire enquiries for the Park, controls the Park Calendar, responsible for invoicing all hirers and other Administrative tasks associated with Mafeking. The Patrol Leader is responsible for the following roles:

- Assistant Patrol Leader – Administration
- Bookings Support
- Major Hirer Account Executive
- Marketing and Public Relations Officer

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

1. Patrol Objectives/Outcomes

- Oversees management of hirer enquiries, park calendar and invoicing of hirers
- Market both within the Scouting Community and members of the Public
- Maintain a list of vendors that can be supplied to Hirers to assist with the running of their events
- Coordinate high energy events for members of Rovers and Scouting

2. Leadership

- Recruit additional non-voting members with relevant skills and experiences as required to fulfil the duties of the Bookings Patrol
- Work with the other Patrol Leaders to achieve desirable outcomes
- Produce an Annual Report one month before the date of the AGM detailing the work done which is relevant to the duties of the Bookings Patrol

3. Bookings

- Maintain longevity with long term bookings and major hirers
- Ensure relationships are maintained and dates are tentatively booked in yearly
- Work with the other Patrol Leaders to ensure that requirements from hirers are fulfilled





4. Support of Staff

- Brief Rangers on their upcoming hirers and any special needs as required
- Provide training to Rangers with the running of the infrastructure at the park

5. General

- Attend MRPMG Town Halls
- Provide Agenda Items one week before the monthly Town Halls to the Secretary
- Required to attend 5 of the 10 monthly working bees
- Be an active and visible member of the Team participating in, attending and supporting events
- Advocate for the MRPMG as required with other members of scouting, promoting and supporting the benefits of the Park
- Other duties as requested by the Chairman – Mafeking Rover Park or Victorian Rover Council

ATTITUDE, SKILLS, KNOWLEDGE and QUALIFICATIONS REQUIRED

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment towards the importance of activities and the 'out' in Scouting
3. Enthusiasm, positivity and resilience
4. Be inclusive in leadership style encouraging their teams to excel
5. Be respectful of all their team accepting individual differences as a resource
6. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

1. Ability to lead, communicate with and motivate youth, young adults and adults
2. Planning and delegation skills
3. Experience in managing a team and resolving people management issues & disputes
4. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills

Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations

Qualifications

1. The position of Patrol Leader shall be open to current invested Rovers at the time of the AGM
2. Nominee for the position should have 12 months of experience assisting the Management Group

