

SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

Assistant Patrol Leader - Administration Mafeking Rover Park Management Group



Title	Assistant Patrol Leader - Administration
Reports to	Patrol Leader - Administration
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 team to fulfil the role of **Assistant Patrol Leader - Administration**, this role is open to all Rovers currently registered within Victoria who have an interest in fulfilling the role.

The Assistant Patrol Leader – Administration assists the Patrol Leader to oversee people who are responsible for the Marketing and managing hire enquiries for the Park, controls the Park Calendar and responsible for invoicing all hirers.

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. Leadership

- Act as a proxy for the Patrol Leader - Administration as requested or appointed
- Assists with the management of hirer enquiries, park calendar and invoicing of hirers

2. 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 Patrol Leader – Administration, 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. 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 Assistant Patrol Leader shall be open to current invested Rovers at the time of the AGM

