

Position Description



Title: Director – Program
Reporting to: Chief Director – Cuboree 2023
Direct Reports: • Team Members
Appointment Term April 2022 – April 2024

Preamble

This is a voluntary position

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

Scouts NSW 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).

The role is to provide leadership and guidance to a team of people as selected by the incumbent and approved by the Chief Director – Cuboree 2023 to facilitate the success of the event.

Purpose of the position

The Director – Program is appointed to the position by the State Commissioner – Major Events on the recommendation of the Chief Director.

The Director – Program reports to the Chief Director – Cuboree 2023 and will focus on and lead the appointed Operations Team to deliver the activity in accordance with all state policies and procedures. This Team is empowered to support the program of Scouting by running a high-quality, engaging event that grows or at least maintains momentum. It is part of the leadership team and it is expected that the incumbent will have significant interaction with external companies, other Branches, and National Scout Organisations on matters involved in the areas of responsibility.

The incumbent will be a trusted member of a Branch of Scouts Australia who will be empowered to achieve the outcomes of the role.

This role will require regular general attendance at Directorate Team meetings as necessary to fulfill the role. This recognises the requirements inherent in the duty statement to meet and liaise with a range of stakeholders.

A Member of the Cuboree Management Team

The Chief Director – Cuboree 2023 will lead the Cuboree Management Team; a team of volunteers focused on delivering a high-quality, engaging event for our Cuboree Youth.

The Chief Director – Cuboree 2023 and Cuboree Management Team are responsible for ensuring:

- the planning and execution are successful, resulting in sustained Cuboree participation in line with the growth of the section;

- the event is self-sustaining and not a financial burden on Scouts Australia, NSW Branch;
- the Event is well marketed, attractive to Scouts, Venturer Scouts, Rover Scouts, and Adult Leaders and Supporters, and is well attended. This includes coverage pre, during, and post the event.
- the Event compliments rather than competes with the other major events;
- a safe activity where the Duty of Care for the safety and wellbeing of children and adults is discharged to the highest standard that meets the requirements of legislative authorities in NSW and the event location



Primary Responsibilities

- Provide leadership and guidance to a team of Leaders, Youth, and other volunteers to operate a highly successful NSW Cuboree
- Ensure, where possible, that an authentic youth member voice is incorporated into the work of the Directorate.
- Develop and manage the timeline for all key milestones for the delivery of the event for your area of responsibility.
- Be accountable for all aspects of the program directorate, including planning, operations, and delivery, including the budget and financial results of the event; risk management and workplace health and safety matters, and program delivery standards.
- Ensure that the Contingent is operated in accordance with the Scouts Australia – Policy for the Conduct of Major National Events and the Scouts Australia Major Event Guidelines
- Provide a regular briefing to the Chief Director – Cuboree 2023 as determined.
- Prepare a comprehensive final report at the conclusion of the event to inform the final report for submission to the NSW Branch Executive Management Team and Board of Directors.

Specific duties of the Position

- Build and lead an experienced team of volunteers involved in the effective management, development and delivery of the infrastructure directorate for the 2023 Cuboree
- Promote positive relations between Scouting and the community at large, including sponsors, suppliers and Authorities
- Effectively resolve problems and disputes as they arise
- Continuously improve operations and activities to achieve the Association's goals and objectives
- Identify and develop aspiring and potential young leaders as future senior leaders in the Movement.
- Ensure compliance with all applicable governmental laws and regulations that will apply to the Cuboree. Where required, meet with and actively communicate with any Government and other applicable authorities and agencies
- Implement systems and communication that is open, transparent, and adequate between directorates, units, and Service Leaders
- Develop a fun, adventurous, challenging, and inclusive program for all participants.
- Ensure that all activities are run within the Scouts NSW activities policy
- Be available on-site for the duration of the event in October 2023
- Other duties as required to deliver Cuboree 2023 or as requested by the Chief Director or their delegate.

Attitude Skills & Knowledge

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the event

- Hold a strong belief that Major Events are a key development tool for the Scout section
- Have a commitment towards the importance of activities and the 'out' in Scouting
- Be inclusive in leadership style encouraging their teams to excel
- Be respectful of all their team accepting individual differences as a resource
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting



Skills

- Be able to lead, communicate with and motivate other adults and work harmoniously to deliver the event
- Demonstrate planning and delegation skills
- Demonstrate risk management, work health safety (WHS), and ScoutSafe skills
- Demonstrate budgeting and financial management skills

Knowledge

- 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
- Understand and demonstrate the knowledge required to run large events
- Experience on as part of a major event team preferred
- Hold a Wood Badge
- Have completed advanced training in the Scout Section and be prepared to complete the required Leader of Adult training within twelve months of appointment

Accountability

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