



## POSITION DESCRIPTION

### POSITION DETAILS

Position title	BRC Executive Officer (Activities)
Region	NSW Branch
Reports to	BRC Chairman, Branch Rover Council

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Maintain the NSW Rovers Calendar and proactively prepare the following years calendar	On-going
2.	Work collaboratively with RRC Activity Officers to promote relevant events to the Rover Section	On-going
3.	Liaise with the Treasurer, Vice President and event subcommittee chairpersons (e.g. Branch Moot, Snow Moot, Ball) and events coordinators to ensure the successful delivery of BRC sponsored events.	On-going
4.	Where one does not exist, work with Rovers in New South Wales to ensure that an event Coordinator exists for the following activities: Branch Rover Ball Branch BushDance Branch Moot Snow Moot NSW Conference and ARP	Yearly
5.	Organise the annual Rover Awards presentation to be held the first meeting following the release of the World Scout Day Awards	Yearly
6.	Liaise with Branch Rover Council Event Coordinators to ensure they are fulfilling their roles, including reporting to the BRC	
7.	To advertise for and be a part of the selection committee responsible for arranging contingents and their associated leaders to a variety of interstate events	Yearly
8.	To assist in the promotion of interstate events and opportunities to NSW Rovers, and to assist promotion of NSW Rover Events to other states.	On-going
9.	Provide advice and operational assistance to Branch Rover Council	On-going
10.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
11.	Work collaboratively with colleagues in the Branch Team and Branch Rover Council.	On-going
12.	Develop effective and supportive relationships with Scout members at all levels and maintain a customer-focused approach in the delivery of support.	On-going
13.	Other administrative and general duties appropriate to the position.	As required



**COMMITTEE MEETINGS**

	COMMITTEE	FREQUENCY
1.	Branch Rover Council	6 per year (February, April, June, August, September, November)
2.	Branch Rover Council Executive	As required

**KEY RELATIONSHIPS**

MAIN CONTACT	FREQUENCY	PURPOSE
State Commissioner (Rovers)	As required	To receive direction and discuss strategies and any issues or requirements. To ensure work is being done within agreed timelines.
BRC Chairman	Weekly	To receive direction and discuss strategies and any issues or requirements. To ensure work is being done within agreed timelines.
Branch Rover Council Executive	As Required	To facilitate and ensure the communication of strategies and issues. To ensure work is being done within agreed timelines.
Branch Rover Council Event Coordinators	Monthly	To liaise with and communicate progress, issues and concerns between event coordinators and the Branch Rover Council
BRC Secretary	Bimonthly	To ensure submission of an adequate report prior to Branch Rover Council Meetings
Branch Rover Council	Bimonthly	To facilitate and ensure the communication of strategies and issues.
BRC Event Coordinators	Weekly	To liaise with and ensure that communication of events to the ranch Rover Council occurs
Rovers	As required	To facilitate and ensure the communication of strategies and issues.

**KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

CRITERIA	ESSENTIAL	DESIRABLE
Is a current member of the Rover section but is not younger than 18 years of age	x	
Excellent organisational and time management skills	x	
Ability to develop creative and innovative ideas for improving the Rover section	x	
Demonstrated communication skills and techniques to engage members	x	
Access to the internet (e.g. email/Facebook/fora) and other communication mediums actively used by members of Scouts Australia NSW Branch.	x	
Ability to work independently and as a member of a team.	x	
Completed Basic Rover Training		x
Experience in the Rover section as an RRC executive officer or Crew Leader		x
Experience in event management or communications		x

**NSW Branch Rover Council**

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