



## POSITION DESCRIPTION

### POSITION DETAILS

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

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Develop, implement and maintain appropriate processes and systems to facilitate linking between the Venturer and Rover sections.	On-going
2.	Represent the Branch Rover Council at meetings of the State Venturer Council	As required
3.	Promote a positive image of Rovers to the Venturer Section	On-going
4.	Liaise with chairpersons and event organisers to ensure the successful delivery of events considered strategically important to Venturer to Rover linking	On-going
5.	Provide each Region Rover Council with a list of Venturers aged 17 or older	Bimonthly
6.	Provide advice and operational assistance to Branch Rover Council	On-going
7.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
8.	Stimulate and foster new relationships through the existing structures of the Rover section and facilitate the ongoing objectives of NSW Rovers.	On-going
9.	Work collaboratively with colleagues in the Branch Team and Branch Rover Council.	On-going
10.	Work with members of the NSW Branch training team to ensure Rovers are present at Basic and Advanced Training Courses	
11.	In conjunction with the Program Officer work with Regions and Crews to ensure the delivery of a wide variety of activities to encourage the recruitment and retention of Rovers.	
12.	Continually look at ways in which NSW Rovers recruits new members, and work with Regions and Crews to assist them developing these aspects of programming	
13.	Develop effective and supportive relationships with Scout members at all levels and maintain a customer-focused approach in the delivery of support.	On-going
14.	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
3.	State Venturer Scout Council	3 per year (February, June, September)

**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.
BRC Secretary	Bimonthly	To ensure submission of an adequate report prior to Branch Rover Council Meetings
Branch Rover Council Executive	Monthly	To facilitate and ensure the communication of strategies and issues. To ensure work is being done within agreed timelines.
Branch Rover Council	Bimonthly	To facilitate and ensure the communication of strategies and issues.
Rovers	As required	To facilitate and ensure the communication of strategies and issues.
Scouting members	As required	To facilitate and ensure the communication of strategies and issues.

**KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

CRITERIA	ESSENTIAL	DESIRABLE
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