



POSITION DESCRIPTION

POSITION DETAILS

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

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Work collaboratively with RRC Service Officers to promote relevant service events to the Rover Section	On-going
2.	To promote service opportunities to NSW Rovers as they arise during the year	On-going
3.	Organise and promote Hike for Hunger	Yearly
4.	Organise and promote the Rover presence at the Sydney City Anzac Day dawn service and parade	Yearly
5.	Organise and promote the St Georges Day service at St James Church, Sydney.	Yearly
6.	Organise and promote Lord Mayor’s Picnic on New Year’s Eve	
7.	To advise the NSW BPSA of service opportunities which may be relevant for those seeking projects for the Service Badge	On-going
8.	Provide advice and operational assistance to Branch Rover Council	On-going
9.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
10.	Stimulate and foster new relationships through the existing structures of the Rover section and facilitate the ongoing objectives of NSW Rovers.	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
3.	Stan Bales Rover Service Award Committee	1 per year
4.	Quality Rovering Award Committee	1 per year

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
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

Level 1, Quad 3, 102 Bennelong Pkwy,
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