



POSITION DESCRIPTION

POSITION DETAILS

Position title	BRC Executive Officer (Training)
Region	BRC President, Branch Rover Council
Reports to	Branch Rover Council

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Maintain a schedule of training courses offered in NSW	On-going
2.	Work collaboratively with the State Training Team and RRC Training Officers to ensure the successful delivery of training courses in the state	On-going
3.	Promote relevant training courses to the Rover section	On-going
4.	Actively monitor and identify opportunities for training courses in NSW (e.g. training survey)	On-going
5.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
6.	Stimulate and foster new relationships through the existing structures of the Rover section and facilitate the ongoing objectives of NSW Rovers.	On-going
7.	Work in conjunction with the appropriate team members in the management of Training courses, including but not limited to pre-course paperwork and ensuring completion of pre-requisites	On-going
8.	Work collaboratively with colleagues in the Branch Team and Branch Rover Council.	On-going
9.	Develop effective and supportive relationships with Scout members at all levels and maintain a customer-focused approach in the delivery of support.	On-going
10.	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 Training Conference	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	
Completed Advanced Rover Training		x