

POSITION DESCRIPTION



Role Title

Mudbash IT Support
Officer

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Vice Chairman
Mudbash Chairman

ELIGIBILITY

- The position of Mudbash IT Support Officer shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Working with the Public Relations Manager, manage the Mudbash Website & other social media platforms, ensuring required access is provided
- Working with the Treasurer and Chairman, manage the Mudbash ticket sales platform through the *VIC Rovers My Events*, ensuring required access is provided.
- Provide IT support to the Committee as required.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Working with the secretary, establish a functioning Mudbash Headquarters (HQ) for the event.
- Ensure sufficient internet access is available for required access.
- Carry out IT functions as required.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Working with the Chairman & Secretary, clean up Mudbash HQ, ensuring all equipment is returned and unused materials are stored for future use.
- Attend the Mudbash Forum and Mudbash AGM
- Produce an Annual Report by the Mudbash AGM detailing the work done which is relevant to their duties.

DESIRED SKILLS

- Computer Literate & confident use of network systems.
- Problem Solving
- Excellent written and verbal communication
- Discretion
- Accuracy and attention to detail
- Ability to stay calm and tactful under pressure

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Feedback

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Comments	