

POSITION DESCRIPTION



Role Title

Mudbash Power & Communications Manager

ROLE REPORTING INFORMATION

Positions Reporting to this role

Power & Communications Assistants

This Role Reports to

Mudbash Vice Chairman

Executive Reporting

Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Power and Communications Manager 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 Vice Chairman and other departments, determine power and communication requirements for the event.
- Liaise with third party vendors to source appropriate equipment & resources.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Prepare monthly reports detailing the work done by the power and communication department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings.
- Draft a budget for all power and communication needs, liaising with the treasurer to ensure that expenses are within budget.
- Provide vendor quotes and costs to the treasurer.
- Spend within the agreed department budget, except where approved by the Chairman.
- Draft a roster for the power and communications team, allocating assistants appropriately throughout the event.
- 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 their team, set up & run all power and communications at the event.
- Ensure all onsite power and communications are running effectively.
- Working with the Sites and Services team, regularly maintain generators.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

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After Mudbash

- Pack up all power and communication services, ensuring all equipment is returned and unused materials stored for future use.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the work done which is relevant to their duties.

DESIRED SKILLS

- Electrical knowledge
- Leadership
- Communication
- Time Management
- Attention to detail
- Deadline management.
- Interpersonal and relationship building skills
- Able to work as part a team to accomplish tasks.
- Occupational Health & Safety risk mitigation & reporting.

Feedback

Role Title	Mudbash Power and Communications Manager
Comments	