

## POSITION DESCRIPTION



### Role Title

Mudbash Rover Adviser

### ROLE REPORTING INFORMATION

**Positions Reporting to this role**

Not Applicable

**This Role Reports To**

Mudbash Chairman

**Executive Reporting**

Victorian Rover Council Assistant  
Chairman

### ELIGIBILITY

- The Position of Mudbash Rover Adviser shall only be open to individuals who meet the adult membership requirements of the Scout Association, Victoria Branch, but be ineligible for membership as a Rover Scout.
- Nominees must have at least one years' experience (preferably four years) in an adult membership role following their booting if the individual was previously a Rover Scout.
- Nominees must have knowledge of Mudbash as an event, its aims and objectives, and the methods by which the committee sets out to achieve them.
- Nominees must hold a Rover Wood Badge (or a willingness to obtain one within three years of appointment), except with express permission of the Mudbash Chairman.
- Nominees must be able to relate to and communicate with young people of Rover age.

### DUTIES AND RESPONSIBILITIES

#### Prior to Mudbash

- Be the principal adviser to the Mudbash Chairman and the committee.
- Support the committee in the undertaking of their duties and responsibilities.
- Attend monthly committee meetings.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.
- Work closely with the Mudbash Executive, ensuring that issues arising are dealt with competently and expeditiously.
- Working with the Chairman, ensure all committee members are adequately trained for their allocated responsibilities & that any Victorian Rover Council training stipulations are met.
- Attend at least one Pre Event working bee.
- Undertake any training relevant to the conduct of the event, including which may be regarded as desirable/essential by the Confederation of Australian Motor Sport (CAMS).
- Develop a strong working relationship with the Victorian Rover Council and Mafeking Committee of Management.

#### At Mudbash

- Provide support to the Mudbash Committee to ensure that the event is conducted successfully & safely for all participants.
- Working with the Chairman, ensure that all participants observe the rules and regulations of Mafeking Rover Park.
- Be a source of expertise in conducting the event.
- Provide support and guidance to the Events Manager & Clerk of Course to resolve any disputes which may arise regarding the application of relevant

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rules and regulations and appeals from competing Crews in respect to any motorsport issue.

- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Communicate effectively, ensuring tasks are identified, planned for, responsibility assigned and executed.

### **After Mudbash**

- Working with the committee, clean up all remnants of the event from Mafeking Rover Park, ensuring all equipment is returned and unused materials are stored for future use.
- Support the Chairman to investigate all incidents that occurred at the event, appropriately reporting the outcomes to VRC and, if required Scouts Victoria.
- Produce an Annual Report by the Mudbash AGM detailing the work done which is relevant to their duties.
- Attend at least one Post Event working bee.

At all times, the Rover Adviser should conduct themselves in an appropriate manner determined by their level of responsibility, therefore setting an example to the rest of the committee as to the expected level of behaviour & professionalism.

The Rover Adviser should refer to *VIC Rovers Requirements of a Rover Adviser*, for further clarification on their role.

### **DESIRED SKILLS**

- Leadership
- Conflict Resolution
- Forward Planning and strategy
- Problem Solving
- Interpersonal and relationship building skills
- Communication
- Time Management
- Attention to Detail
- Deadline Management
- Able to work as part of a team to accomplish tasks.
- Occupational Health and Safety risk mitigation & reporting
- Delegation

### **TERM OF APPOINTMENT**

Three years, subject to review within the first twelve months.

## Feedback

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Comments	