

POSITION DESCRIPTION



Role Title

Mudbash Sites and Services Manager

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Sites & Services Assistants
Mudbash Vice Chairman
Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Sites & Services 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 appropriate bathroom, waste & other services/equipment 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 sites and services 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 sites and services, 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 sites and services 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 sites and services at the event.
- Ensure all onsite facilities are functioning correctly.
- Regularly maintain bathroom facilities and 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.

After Mudbash

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- Pack up all portable 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.

The Sites and Services Manager has the right to make decisions about sites and services as circumstances dictate, however these decisions should be notified to the committee and ratified at the first opportunity.

DESIRED SKILLS

- Physical Strength
- 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

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Comments	