

Duty Statement for NRC Project Officer – Roverscope Coordinator AV2021

LENGTH OF TERM

Approximately 24 months

ELIGIBILITY

1. The position of NRC Project Officer – Roverscope AV2021 is only open to current invested Rovers.
2. Applicants must be eligible to remain a current invested Rover for the duration of the term.
3. Position is appointed via selection panel, for an approximate 24 month term, with ratification of the appointment taking place at the next available NRC remote meeting.

DUTIES AND RESPONSIBILITIES

1. Formulate the Roverscope activity and prepare onsite activity budgets, to be reviewed by the NRC Executive and approved by the Venture Activities Directorate;
2. Develop and foster a team-based environment for all Roverscope staff;
3. Work with, and be under the control of the Activities Directorate for the activity to be fully integrated into the Jamboree/Venture Program;
4. Coordinate the site location, size of site, cost of onsite activities, equipment, including printed material, such as the Roverscope booklet, to be arranged through the Activities Directorate, the same as any other Venture activity. However, staffing of the activity is the direct responsibility of the Rover Scout section, through the Branch Rover Councils (BRCs);
5. Allocate overall numbers of Rovers required from each Branch, normally on a percentage basis;
6. Be responsible for organising an appropriate 'uniform' to be worn by Roverscope staff;
7. Organise a catch-up event for all Rovers attending the Venture/Jamboree;

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8. Establish and maintain a line of communication with all Venture and Contingent Leaders.
9. Look after the welfare of the team, and compose duty rosters (allocating duties and free time);
10. Be responsible to the NRC Vice Chairperson as a Project Officer of the NRC.
11. Regularly report to the NRC and the Venture Activities Directorate, prior to and following the Venture.
12. At the conclusion of the event, all financial affairs are wound up with the balance (surplus or deficit) being a part of the Venture finances;

NOTES

The position of Project Officer – Roverscope AV2021 is a standing project officer role and a non-executive role of the National Rover Council.