

Executive Officer - Position Description

Program Officer

Facilitate the implementation of the crew support program where required

Ensure that Crews maintain a program that is accessible and available to all Rovers in a printable & electronic form.

Ensure that Crew programs cover all components of Areas of Personal Growth.

Monitor the provision of quality Rovering by each Crew by coordinating "Crew Development Plans" for all Crews.

Ensure 5 Star is completed annually by each Crews and follow up required action if needed.

Coordinate Round Table meetings with Crew Leaders and Rover Advisers quarterly and facilitate Crew networking through this medium. Liaise with executive and crew leaders regarding content needs.

Working with the SA Branch Project Officer - Messenger of Peace promote the MoP Program and facilitate or assist in delivering of the program.

Liaise the 305 Rover Youth Program Team (National Working Group) and attend required meetings and undertake or facilitate the program needs required from this team.

Maintain relationship with the BPSA Support Team who oversee all Baden Powell Scout Award enquiries on behalf of the BRC. Program Officer will be required to:

- ❖ Providing resources for those seeking information regarding the Award.
- ❖ Act as liaison for participants seeking interviews from Branch Rover Council at their completion of BPSA.

Liaise with the Rover Training Team and keep the Branch Rover Council informed of available training opportunities.

Co-ordinate with incoming Program Officer and hand over any relevant documentation, procedures and files.

The Program Officer and Membership Officer will be expected to work closely together regarding multiple facets of their role statements.