



Scouts Australia
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Vice-Chairman - Administration

- **Assist in the management of a large camp site in a supportive environment**
- **Contribute to one of the largest Rover Owned properties in the southern hemisphere**
- **Lead a team of Rovers who are working towards a common goal**

Mafeking Rover Park, is owned and operated by Victorian Rovers for Victorian Rovers. Purchased in 1992 The Park offers a diverse landscape of open land, scrub and bush providing a variety of camping opportunities and areas to explore for all members of Scouting and the wider community. Mafeking is the home of Rover Motorsport in Victoria and the host location for the upcoming 2016 Australian Rover Moot 'The Moot'

The opportunity:

The Committee is seeking a Rover to join the committee to fulfil the role of Vice-Chairman - Administration. This role is open to all Rovers currently registered within Victoria who have experience on the Mafeking Rover Park Committee of Management and are interested in leading the Administration branch of the committee.

What's in it for you?

Over the last few years the Mafeking Rover Park Committee of Management have made significant changes to their administrative processes, including upgrades to their bookings and invoicing processes, and moving to a pre-dominantly online management system for administrative functions. There are also significant opportunities to utilise being the site for The Moot to secure additional funding and support for new development projects for infrastructure onsite at the Park.

The Vice-Chairman – Administration will play a key role in building on the work to build strong record keeping processes and improve the administration of Mafeking. Working with the administration team you will be able to deliver great experience to Mafeking hirers and attendees at Mafeking events, as well as continue to develop resources and planning for Mafeking into the future.

What skills do you need?

In order for you to be considered for the role the applicant must be a current invested Rover and will remain so for the duration of the term.

This role is ideal for a Rover who is interested in developing their leadership skills, particularly in managing a small team. Experience in business, management, or accounting would be beneficial in this role. Completing a Rover Basic is recommended for this role.

This role will be reporting to the Chairman and will be expected to prepare a report on a monthly basis in regards to works completed and underway.