



## POSITION DESCRIPTION

### Catering Liaison

#### 23rd Australian Rover Scout Moot: WOW (Way Out West)

Voluntary Position

The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability.

Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.

| Role objective            | Responsible for leadership of the Catering Team, and provision of catering services for all event participants and volunteers.   |
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| Role overview             | As a member of the Event Team, you will report to the Operations Director and lead a volunteer team to ensure event participants and volunteers have access to catering that meet their needs. You will provide strong leadership to your team, supporting, mentoring, and coaching members to deliver on your role objective to secure successful delivery of the event.  |
| Specific responsibilities | <ul style="list-style-type: none"> <li>• Liase with the catering company to plan a balanced and nutritional menu to meet the operational requirements of the event.</li> <li>• Provide support to the expedition teams in developing and facilitating menus</li> <li>• Produce documents to communicate catering plans to participants and volunteers.</li> <li>• Ensure special diets and other needs are catered for.</li> <li>• Contribute to team recruitment, including preparation of position descriptions for your team.</li> <li>• Work with the catering company to reduce waste and ensure a commitment to the event sustainability guidelines.</li> <li>• Establish a catering team to help the catering company in the kitchen.</li> <li>• Coach, mentor and support the Catering Team to deliver the listed duties.</li> <li>• Contribute to the event risk management plan.</li> <li>• Attend meetings of the Operations Team, where required.</li> </ul> |
| Key stakeholders          | <p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Operations Director</li> </ul> <p><b>Works alongside:</b></p> <ul style="list-style-type: none"> <li>• Other Event Team Directors</li> <li>• Event Unit leaders</li> </ul> <p><b>Roles that report to this role:</b></p> <ul style="list-style-type: none"> <li>• Catering Team (specific positions to be determined)</li> </ul>  |

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| <b>Personal attributes</b>           | <u>Attitude</u> <ul style="list-style-type: none"> <li>• Have enthusiasm for the Vision, Aim, and Principles of Scouting</li> <li>• Be a good role model to Youth and Adult Members</li> <li>• Have enthusiasm for the One Program continuum</li> <li>• Be passionate about the Youth Leading Adults Supporting concept</li> <li>• Adhere to the Scouts Australia Code of Ethics and Conduct</li> </ul> <u>Skills</u> <ul style="list-style-type: none"> <li>• Be able to communicate efficiently</li> <li>• Be able to manage competing priorities in a changing environment</li> <li>• Be able to motivate, build, and lead teams effectively</li> <li>• Be able to manage human and financial resources</li> <li>• Be able to build relationships and trust with stakeholders across the event</li> <li>• Be able to use the Microsoft Office suite</li> </ul> <u>Knowledge</u> <ul style="list-style-type: none"> <li>• Understand and commit to the Scout Promise and Law</li> <li>• Understand the Youth Program</li> <li>• Understand modified diets</li> </ul> |
| <b>Qualifications and experience</b> | <ul style="list-style-type: none"> <li>• Previous experience at a major Scout event</li> <li>• Previous experience in providing catering for large groups</li> </ul>   |
| <b>Time commitment</b>               | <p>You will be required to commit time for this role. Expect 1-2 hours per week for the remainder of 2024 as we establish the project. From January 2025, your commitment will ramp to 2-3 hours per week as we plan and deliver this major event for Rover Scouts across Australia.</p> <p>You will need to be available to attend 23rd Australian Rover Scout Moot: WOW (Way Out West) the full duration to oversee the Catering Team in 2026/2027</p> <p>Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution considering their current commitments. There is scope to craft the role to fit into your schedule. This is a volunteer position. Note this is only a guide.</p>   |