

CAMPWEST 2020

EVENT MANAGEMENT TEAM

JOB DESCRIPTION



Position: Manager Health & Wellbeing

Reports to: Director Safety & Wellbeing

Reports: Welfare and first aid leaders.

Position – Responsible for delivery of health and wellbeing services.

Objective:

- Specific Duties:**
- Lead a team of welfare Leaders who will support line Leaders to manage welfare matters.
 - Run an onsite first aid post.
 - Provide first aid services for offsite activities.
 - Ensure appropriate paperwork is completed and provided to the Child Protection Officer in a timely manner.
 - Escalate health and wellbeing issues to the Incident Response Team as necessary.
 - Contribute to the Campwest Risk Management Plan.

Key Performance Indicators:

- First aid paperwork (I2 or I3) is provided to the Child Protection Officer within 24 hours of the administration of first aid.

- Line Leaders are empowered to manage welfare matters.
- Risk assessments submitted to Manager Risk at least 10 weeks prior to event.

Skills, Experience and Attitudes:

- Experience providing first aid and welfare services at a major event.
- Experience in the Scout Section is desirable, but not essential.

Time – 1 hour per week for remainder of 2019

Commitment: – 2 hours per week during 2020 in the lead up to the event