

SPARK ENGINEERING CAMP



NATIONAL PORTFOLIO COMMITTEE
DESCRIPTIONS 2017/2018





*Spark Engineering Camp
A Youth Without Borders Program*



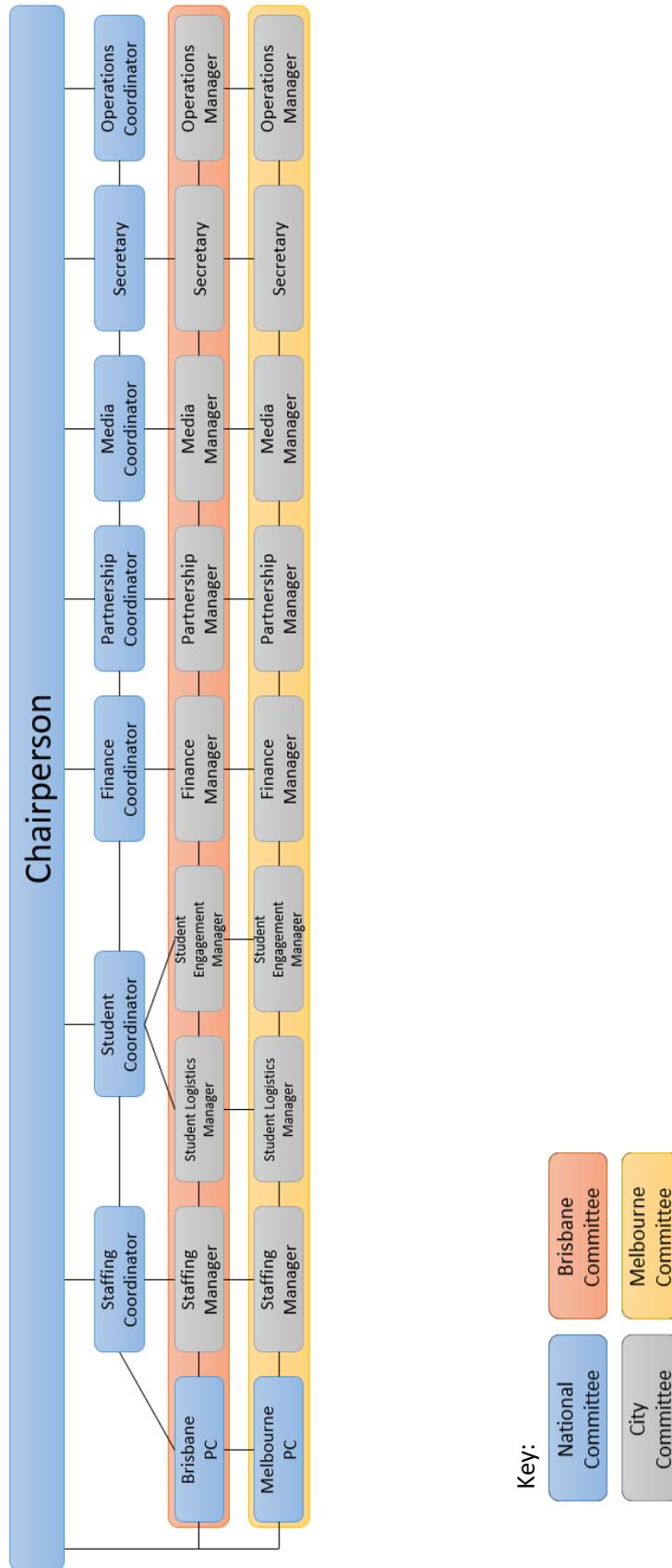


Table of Contents

Committee Structure.....	4
National Committee	5
Chairperson	6
City Project Coordinator	8
Student Coordinator	9
Staffing Coordinator	10
Operations Coordinator	11
Secretary.....	12
Partnerships Coordinator	13
Finance Coordinator	Error! Bookmark not defined.
Media and Communications Coordinator	14



Committee Structure





National Committee

The Spark National Committee is responsible for overseeing the Spark Engineering Camps at a national level, developing and leading the growth of the project, and liaising with the YWB National Executive Committee. There is a focus on innovating strategies for expansion, as well as refining the organisation's current structure.

Professional Skills

The following traits will help all members be successful in their role:

- Ability to perform the activities and tasks for which this role is responsible
- Work effectively under high stress (and possibly low sleep) conditions
- Be highly self-motivated
- Leadership skills
- Ability to problem solve and resolve conflict
- The ability to effectively interact with a wide range of personalities



Chairperson

The Spark National Chairperson coordinates the Spark National Committee, makes critical decisions about the Spark program as a whole, and sets the direction for Spark in their year on the role and in the long term. The primary focus of this role is expansion of the Spark program, particularly to other cities. This person is typically someone who understands and has experience with the Spark program already. The Chairperson is ultimately responsible for the successful operation of Spark, across all portfolios. The Chairperson is held accountable by the YWB NEC for successfully delivering the program.

This role requires a combination of the operational knowledge required to handle problems that arise, and the interpersonal capabilities to manage the expectations, relationships, priorities, and motivations of the Spark National Committee, City Committees, and stakeholders. The Chairperson leads the National Committee, the key role of which is to develop and implement strategic goals to improve the positive impact of the program.

In addition to this, each year the National Committee is also responsible for leading the operational implementation, mentoring, and support between their counterparts at the City Committee level. Each National Committee (and ultimately the Chairperson) is also responsible for recruiting candidates to take over their role, and actively be available as a mentor for the successor for a minimum of two months following the changeover, to ensure the program runs sustainably.

Primary Responsibilities

- Lead the national team
- Set the priorities for Spark in the current year
- Support the development and learning of the national team
- Empower the national team to do well in their role

Key Tasks

- Attend and lead monthly committee meetings
- Work with national team to develop the priorities and plan for the longevity of the program, exploring both what Spark currently does, and ways to build on Spark's mission to use Spark's strong & skilled volunteer force to its fullest capacity
- Mentor and support national committee members
- Work with media & communications team to prepare national messaging and plan for expanding to other cities & universities – and then execute this plan
- Ensure that the existing Spark programs are delivered effectively in current cities

Professional Skills

The following traits will help the Chair be successful in their role:

- Ability to perform the activities and tasks for which this role is responsible
- Be able to look towards the future of the program whilst ensuring successful deliverance of the current year's camps
- Be highly self-motivated
- Leadership skills
- Ability to problem solve and resolve conflict
- The ability to effectively interact with a wide range of personalities





Risk Management and Mitigation

This includes:

- a. **Financial Risk:** ensuring that Spark operates in the black, by ensuring the budget for the camps fit within expected fundraising goals and actual fundraising, with some contingency.
- b. **Reputational Risk:** with partners, committee members, staff, YWB, and the wider community.
- c. **Legal Risk:**
 - i. **Partnership contracts** – the Chairperson is the only member of Spark that is permitted to sign a contract.
 - ii. **Duty of Care**, particularly on the camps themselves – Spark must ‘avoid acts or omissions (which can be reasonably foreseen) to be likely to cause harm to others’. The Chairperson, with the National Committee, must ensure that all members of Spark understand and enforce this.
 - iii. **Insurance** – through YWB, Spark is covered for Public Liability up to \$10M.



City Project Coordinator

The Project Coordinator in each city is responsible for the overall management of the project at the organisational and implementation levels.

Primary Responsibilities

- Provides a single point of accountability to deliver the project in accordance with the project commitments
- Has full responsibility for the project, within the limits of Youth Without Borders Values, to manage and direct assigned project resources
- Establishes an organisational team to resource organisational requirements of the project
- Establishes and trains a staffing team
- Participates in regular Spark Engineering Camp National Committee meetings and implementation recommendations/decisions that result from those meetings
- Ensures a Youth Without Borders focus
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

The PC interacts with organisational, staffing and steering committee team members. Some of the key tasks include:

- Review previous Spark program effectiveness with Spark Engineering Camp National Committee and work to implement recommendations
- Establish work plans and resources for each phase of project, and help with recruitment of project personnel for the following roles:
 - Students Manager
 - Media and Communications Manager
 - Staffing Manager
 - Operations Manager
 - Finance Manager
 - Secretary
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of responsibility
- Develops a high level timeline of project milestones and directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Regularly reviews progress on each organisational area of the project by conferring with relevant project personnel and modifies schedules or plans as required.
- Regularly updates YWB Board of Directors and Spark Engineering Camp National Committee on project progress
- Confers with project personnel to provide advice and troubleshoot problems.
- Oversees budget and ensures financial accountability.



Student Coordinator

As Student Coordinator you will be mentoring and providing assistance to the state Student Managers. You and the state Student Managers are responsible for overseeing our interactions with the people who matter most on the camp - the students. This is a large portfolio and big commitment but also a very rewarding role, with a lot of responsibility for the outcomes of the camp. Your interactions with parents, nominators and students forms one of the major public faces of the project. It is fantastic to have that first contact with the students who are the purpose of the camp, and then be able to eventually put faces to the names of all the enthusiastic students you selected!

Responsibilities

- Implement the strategy for sourcing and selecting the students Spark Engineering Camp is targeted for
- Provide guidance, advice and assistance to the state student coordinators on each how to successfully execute each of the Key Tasks listed below.
- Mentor, advise and assist state counterparts.
- When required, due to sickness or other factors, you may be required to temporarily take over duties from the state student coordinators to ensure the successful execution of the student coordinator portfolio.
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

- Getting the word out in a targeted way to potential schools, nominators, parents and students in order to facilitate the right sort of student applications
- Student selection (You will most likely physically take part in the 'Student Selection Weekend')
- Sending out acceptance/rejection letters
- Coordinating contact for each successful applicant with their group leader.
- Collect parent/guardian consent for Media Release and activities for the week,
- Collect emergency contact details, transport details, and all pertinent dietary and medical information from the selected students.
- Provision of student travel assistance (book flights, coaches, etc.)
- Develop and send out information that is sent to the students in preparation for the camp.



Staffing Coordinator

The Staffing Coordinator has the role of teaching all returning and new staff what it means to be a Spark Staffie and give them the skills to uphold the Spark reputation. This is a large portfolio and applicants need experience with all aspects of staffing. Each year new things will be found that the staff want prior knowledge about. It will be your role to organise special sessions and workshops on counselling, mental health training, refuge training, Foster student training and other special considerations. This is a very fun and rewarding role and plays a huge part in ensuring the camp runs smoothly and the reputation of Spark is upheld.

Responsibilities

- Maintaining and updating all Staff materials as well as develop new training materials
- Develop National Leadership Development camp to train State camp staffing managers and leaders to run both the Training camp and Spark camp itself
- Assist state staff managers to tailor the training program to their state
- Asses final staff performance
- Mentor, advise and assist state counterparts.
- When required, due to sickness or other factors, you may be required to temporarily take over duties from the state staff managers to ensure the successfully execution of the student coordinator portfolio.
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

- Maintains and updates all Staff materials upon advice of national committee including:
 - Camp Staff Position descriptions
 - Camp Staff Selection criteria
 - Camp Staff Selection questions
 - Camp Staff Selection Day program
 - Staff Training handbook
 - Staff Training weekend Activities/ Skeleton Training weekend timetable
 - Database of correspondence templates (acceptance, rejection, Training camp/ Camp preparation emails)
 - Skeleton Staff Camp Booklet (The Big Cupcake or equivalent)
 - Camp Training manual for Coordinator and Convenors
 - Camp Training activities for Coordinator and Convenors
- Attends National Leadership Development camp to train Camp leaders to run both the Training camp and Spark camp/ Help Camp leaders to tailor the training program to their state (Some materials will be specific to individual states)
- Approves external training providers/ provide briefing to external training provider. (No external training provider should be presenting material which contradicts current Spark Staff materials, one of the two should be adapted)



Operations Coordinator

The Operations Coordinator is responsible for making sure the technology and systems that enable the camp to be organised are working at their full potential. The portfolio is varied, and includes document management, monitoring and troubleshooting emails, and maintaining the website. Document management and information communication are necessary within the operation, and your job is to maintain the systems that can ensure information can be passed on from year to year, as well as for any expansions. You will be left with much improved organisational skill, and a great understanding of the logistical side of an operation.

Responsibilities

- Maintain and develop the Office365 systems, including the Exchange email servers and SharePoint document sites
- Act as admin for the Slack communication tool
- Assist with the creation of online forms when required from other portfolios
- Ensure the website is maintained, in conjunction with the Media Coordinator
- When required, due to sickness or other factors, you may be required to temporarily take over duties from the City Operations Managers.
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

- Update user accounts when portfolio positions change
- Ensure Slack groups are created and kept up to date
- Maintain the SharePoint sites, including creating/altering new sites and user permissions
- Develop online forms for applications and troubleshoot any issues arising
- Investigate new software that can assist other portfolios (for example, online form collection websites for staff/student applications)
- Ensure website is kept up to date, including opening and closing submission links for applications



Secretary

The Secretary forms an integral part of the team, making sure the strategic planning of Spark Engineering Camp is kept on track. This is a great position to be able to talk to many people and keep abreast of what is happening on the project in “Big Picture” terms. Good organisational habits are a must! The Secretary is not just someone to set up meetings and write minutes, their input in discussions and ensuring all portfolios are kept up to date with required information is essential.

Responsibilities

- Mentor, advice and assist state counterparts.
- Conducting National Spark Committee correspondence and keeping records
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

- Sending out doodle poll invites to select meeting times that suit as many of the national committee members as possible
- Preparing and sending out meeting agendas. This includes contacting each national committee member to get their updates prior to the meeting and collating items for discussion during the meeting.
- Sending out meeting invites and reminder invites to all national committee members
- Booking an appropriate meeting location as well as ensuring telecommunication needs are taken care of
- Taking minutes during meeting – including actions, and distributing them in a timely manner after meetings
- Developing, in conjunction with the Chair, a 12 month agenda of strategic topics to be discussed and when they will come up on the meeting agendas over the year.
- Mentor, advising and assisting state counterparts to do the above tasks for the state organising committees
- Ensuring end of year handover packages are completed



Partnerships and Finance Coordinator

This role encompasses the management of money for Spark. It is the duty of the Partnerships and Finance Coordinator to receive regular updates from the State Partnerships Managers and to ensure that the Partnerships teams are working towards fundraising goals. Although the money will be raised by the Partnerships team, the Partnerships and Finance Coordinator also has the responsibility of coming up with the initial budget with assistance from the State Finance Managers. More detail can be added to this budget as the year progresses. The budget is used to set the sponsorship goal for the Partnerships team. Later in the year, this role entails processing reimbursement claims and ensuring that invoices are paid. From this role, you will gain an understanding of financial management.

Responsibilities

- Ensure contracts are up to date and renewed with existing partner companies
- Actively seek out potential new partners
- Mentor, advice and assist state counterparts.
- Conducting National Spark Committee correspondence and keeping records
- Advise National Committee on financial position.
- Continue development of the Spark Financial Expenditure strategy including improving accuracy of state camp budgets as well as development of a standard operating procedure on how spending is handled by City Spark directors and their teams
- Mentor, advise and assist state counterparts
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

- Assisting City Managers with selecting and training City Partnership Committees.
- Checking and monitoring the progress of current and future contracts
- Communicating with partner companies to ensure healthy relationships are maintained
- Liaise with City Managers to ensure all team members are actively sourcing new partner companies
- Developing timelines for payments
- Reporting to the Chair as to the progress and development of contracts and payments
- To inform City Finance Managers of all funds secured and allocated to their camp
- Needs direct access to Spark account, although does not need authority to transfer funds (this needed to make accurate budget and strategic decisions)
- To issue all Invoices and to then follow up and record when these invoices have been paid
- Develop a standard expense reimbursement form which can be submitted to camp treasurers with corresponding receipts attached – a requirement for reimbursement.
- Approve and monitor City Finance Managers budget and reporting of actual compared to budget.
- Prepare a Statement of Financial position and Statement of Financial Performance (profit and loss) for each camp for use of the National Spark Engineering Camp Committee in strategic planning and current performance. This is also to be done using the camp costs statement prepared by each City Finance Manager and the partnerships income.
- Set up with partnership's committee Key Performance Indicators (KPI's)
- To provide all document resources to City Finance Managers.



Media and Communications Coordinator

The National Media and Communications Coordinator is responsible for all media exposure and communications strategies for the Spark Engineering Camp. This role involves contacting media corporations and outlets regarding coverage before, during and after Spark Engineering camp. I would encourage anyone interested in journalism, writing, media, marketing or communications to apply for the role!

Primary Responsibilities

- Develops national communications strategy in accordance with YWB guidelines, and ensures it is upheld at the city level.
- Develops strategies for developing and marketing the Spark brand
- Develops and implements media plan
- Provides media support for other portfolios as required
- Mentor, advise, and assist state counterparts.
- When required, due to sickness or other factors, you may be required to temporarily take over duties from the state media and communications managers to ensure the successful execution of the student coordinator portfolio.
- Be an active member in the National Spark Committee which determines the mid to long term (1, 3, 5 year) Strategy for Spark Engineering Camp.

Key Tasks

- Identify opportunities for media releases, and provide guidance to city M&C managers
- Develop and maintain a database of media outlet contacts, including newspapers, magazines, journals, radio and TV stations
- Develop and maintain meaningful relationships with media contacts
- Work with the Partnerships portfolio to add meaningful value to relationships with partners
- Assemble, edit and distribute the quarterly Spark newsletter, 'The Bright Idea'
- Moderate all Spark Facebook groups along with City M&C managers
- Take ownership of the Spark Engineering Camp Facebook page and assist City M&C Managers in developing and publishing content in line with the Media Plan
- Work with YWB Media Manager to identify mutually beneficial media opportunities, and maintain the consistency of the YWB brand