

*Role Description*  
*General Manager – On Site Program – AJ2022*

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Title	General Manager – On Site Program (2 positions available)
Reports to	Program Director
Direct Reports	Manager On Site Program (various)
Appointment Term	April 2020 to July 2022
Position Type	Voluntary

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Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities, and does not tolerate any form of harm, abuse or neglect.

The role is to provide leadership and guidance to a team of people as selected by the incumbent and approved by the Chief Director to facilitate the success of the 26th Australian Jamboree (AJ2022).

This position reports to the Program Director and is expected to successfully manage the listed functions both leading up to, during and after the Jamboree. It is part of the Program Directorate and it is expected that the incumbent will have significant interplay with external companies, the Victorian Branch, other Branches and National Scout Organisations on matters involved in the areas of responsibility.

The incumbent will be a trusted senior member of the AJ2022 team who will be empowered to achieve the outcomes of the role.

This recognises the requirements inherent in the duty statement to meet and liaise with a range of stakeholders.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

## Primary Responsibilities

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Provide leadership and guidance to a team of Leaders, Youth and other volunteers to operate a highly successful on site activities team to facilitate the success of the 26th Australian Jamboree (AJ2022).

Ensure, where possible, that authentic youth member voice is incorporated into the work of the management team and wherever possible consider youth members for key roles.

Be accountable for all aspects of the on site program team, including planning, operations and delivery; taking into account risk management and workplace health and safety matters and program delivery standards.

Ensure that all activities are awesome and not just time fillers. Wherever possible the program should have a direct connection back to the new program structure and participates, assists and leads should be built in to the design.

Provide a monthly briefings to the Program Director and wider program team in a face to face or online meetings as mutually agreed.

## Attitude, Skills and Knowledge Required

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### 1. Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in the role.
- Participatory leader that enthuses others and leads by example.
- Enthusiasm and commitment towards the importance of activities and the out in Scouting.
- Be inclusive in Leadership style encouraging teams to excel and empowering youth to participate and lead.
- Availability and commitment to the time required to deliver the duties outlined in this role description.
- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to recognise and implement change based on previous lessons-learned pertaining to major events (not just Jamboree) hosted in Victoria.
- Ability to develop sound administrative processes to support strategic direction.
- Flexibility in approach and an ability to work under pressure is essential.

### 2. Skills

- Be able to lead, communicate with and motivate youth members, adult Leaders and volunteers using a variety of methods.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety (WHS) and ScoutSafe skills.
- Maintain confidentiality with sensitive and personal information.

### 3. Knowledge

- Hold a Leader of Adults Woodbadge / Certificate of Advanced Leadership or be working towards that.
- Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organizations.
- Have a sound knowledge of major events, large scale program delivery or similar.
- A good understanding of Office Products, including but not limited to Excel, Word, Power Point, Teams.

### Specific Duties

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- Build and lead an experienced team of volunteers involved in the effective management, development and delivery of the on site program team for AJ 2022.
- Youth involvement in the leadership and planning and of the Jamboree.
- The following functions and operations are the responsibility of the incumbent:
  - Build a comprehensive team to deliver the on site activities program
  - Budgeting and financial management of the on site program budget
  - Development of the detail program plans
  - Development of how each program activity links back to the challenge areas, OAS and SIA
  - Risk Management for on site program
- Promoting positive relations between Scouting and the community at large, including sponsors, suppliers and Authorities.
- Effectively resolving problems and disputes as they arise.
- Continuously improving operations and activities to achieve the Association's goals and objectives.
- The identification and development of aspiring and potential young leaders as future senior leaders in the Movement.
- Ensure compliance with all applicable Government laws and regulations that will apply to the Jamboree.
- Other duties as required to deliver AJ2022 or as requested by the Program Director, Chief Director, their delegate or the Branch Executive Committee.

To apply for this position, please a brief document (no more than 1000 words) outlining why you are the best person for the role, to [phil.britt@aj2022.com.au](mailto:phil.britt@aj2022.com.au) by 5pm Monday 4 May 2020.

Successful applicants will be required to attend an online interview.

Should you have any questions about this job description, require further clarification about anything, do not hesitate to contact Phillip Britt on the below contact details.

Phillip Britt  
Deputy Chief Director & Program Director AJ 2022  
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