



Transport and Logistics Lead

KISC100 – Australian Contingent



Reports to	Contingent Leader	Functional Group	Contingent Management Team (CMT)
Team	Logistics Team	# of Direct Reports	Up to 2

About the Contingent

This event will see a contingent of 150-200 youth members aged 14-25 travel to Kandersteg International Scout Centre (KISC), in the Swiss Alps. KISC is the World Scout Centre, and in 2023 it will celebrate 100 years since it was founded under the vision of a permanent mini-Jamboree by Lord Robert Baden-Powell – founder of Scouting.

This trip will truly be a unique opportunity for a large group of Australian Scouts to join with Scouts from around the world at the spiritual home of Scouting. Australian Scouts will return home from KISC100 with a strong connection to World Scouting, to other cultures, and to themselves. With young people at the centre of this experience, this trip will focus on unforgettable memories and real learning outcomes.

A post-tour will also be offered, giving Scouts the chance to explore another European country. The post-tour will offer opportunities for sight-seeing as well as a Patrol-based challenge.

Why join the CMT?

Joining the Contingent Management Team (CMT) will be a challenging and highly rewarding experience. The CMT is based on the principle of youth leading, adults supporting, with a partnership of youth and adults driving the core business of the contingent.

As a member of the CMT, you'll learn and develop skills in teamwork, event planning, project management and leadership. You'll play a key role in delivering an adventurous, memorable, inclusive and educational event for Scouts from all over Australia.

Why does my role exist?

This Contingent includes two Transport & Logistics Managers – one available to a youth member aged 16-25, and one for a member aged 18+.

As Transport & Logistics Lead (TLL), you will work together with the TLL - Youth to lead the Transport & Logistics functions of the Contingent This will include planning and coordinating all Contingent travel and logistics, acting as Quartermaster and the key contact for KISC Campsite staff while at KISC, and any other tasks reasonably required by the Contingent Leader.

Most importantly, you get to help us create the event of a lifetime for up to 200 youth members.

Where do I fit in?

As the Transport & Logistics Lead, you will report directly to a member of the Contingent Leadership team and work in partnership with the Transport & Logistics Manager – Youth. Depending on need, there is a possibility of

appointing further members of the Transport & Logistics team in future to assist you. The Contingent Leader and Deputy Contingent Leaders will provide support and mentorship to help you develop in this role over the next 3 years.

How much time is required?

The role will require you to commit a significant amount of time. The first 6 - 9 months will start high with about 2-3 hours a week as we prepare to open applications, receive applications and finalise the contingent members. This commitment would then likely drop back to a 1-2 hours a week commitment until about 12 months out from the event. After this, it could be up to anything from 10-15+ hours per week as we get closer to the event.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution, taking into account their work and study requirements. You should be available during the lead up to, and the full duration of, the event including post tour.

This is a volunteer position.

What does the role involve?

My key responsibilities	The key activities I will perform
Planning and coordination of Contingent travel arrangements	<ul style="list-style-type: none"> ● Oversee booking and management of all air travel, together with Contingent Executive. ● Oversee booking and management of coach travel and hire cars, together with Contingent Executive. ● Assist the Contingent Executive to develop and implement detailed travel plans for the Contingent. ● Review Supplier Contracts and provide advice to the Contingent Executive.
Planning and coordination of Contingent accommodation and Campsite arrangements	<ul style="list-style-type: none"> ● Manage the accommodation requirements of the Contingent, both at KISC and during post tour. ● Act as the Contingent Quartermaster and main contact for KISC Campsite staff while at KISC. ● Any other duty as reasonably requested by the CL.
Working with others	<ul style="list-style-type: none"> ● Be a member of the CMT. ● Work together with the TLL - Youth to support and mentor them in their role. ● Liaise with KISC Campsite staff during planning stages and while at KISC. ● Collaborate with other CMT members on transport, logistics and campsite related matters. ● Clearly communicate with all members of the Transport & Logistics Team, CMT, and Contingent members. ● Be a mentor and example to all members attending.

What skills do I need for this position?

Essential

- Experience as a member of a Contingent to a major Scouting event within Australia or overseas.
- Demonstrated ability in logistics, either professionally or at past Scouting events.
- Experience in international travel, ideally leading groups.
- Ability to coach and mentor.
- Self-driven, with an ability to work collaboratively as a member of a team.
- Prepared to accept individual ownership / accountability.
- Ability to operate professionally, with integrity and due respect for confidentiality.
- Ability to think logically and laterally.
- Have excellent IT skills and the ability to deal with complex spread sheets and other software.
- It is a Scouts Australia requirement that the appointed person has completed Adult Leader Basic Training and the Behaviour Management eLearning module or have a willingness to complete this training within six months of appointment. Those aged under 18 at the time of appointment will be required to complete the training prior to the Contingent's departure from Australia.

Desirable

- Experience working to tight and evolving deadlines.
- Sound knowledge and understanding of the Scouts Australia youth program.
- Skills in the German language will be highly regarded
- Experience in other major events or significant Scouting projects will be highly regarded.

Personal Attributes

- Comfortable being challenged and responding to challenges.
- Prepared to learn quickly.
- Passionate about youth leading, adults supporting.
- Consistently demonstrate behaviours and attitudes consistent with the Scout Promise & Law.
- Love problem-solving and are passionate about learning and stretching yourself.
- Have fantastic attention to detail and excellent communication skills.
- Ability to build relationships and trust within the Contingent Management Team and with youth and adults alike.