



Tour Coordinator

80th New Zealand Rover Moot
14 April – 24 April



Reports to	Contingent Leader
Team	Contingent Management Team

Why does my role exist?

The Tour Coordinator role exists to manage the delivery of activities, accommodation and transport needs for the optional Post Tour immediately after the 80th New Zealand Rover Moot.

Where do I fit in?

The Tour Coordinator works directly with the Contingent Leader.

How much time is required?

You will be required to commit a significant amount of time for this role. You should expect to spend 2 – 3 hours per week, leading up to the event, and for the wrap up on return to Australia.

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. They should be available during the lead up to and the full duration of the event including post tours.

You will need to be available to leave Australia at the latest of 13 April 2022 and return at the earliest of 24 April 2022.

This is a volunteer position.



What does the role involve?

My Key Responsibilities

The Key Activities I Will Perform

Manage Tour Logistics

- Liaise with external suppliers for supply of activities, accommodation and transport
- Ensure compliance with the budget
- Review supplier contracts
- Undertake the planning and execution of contingent travel to and from the event

Work with the CMT

- Work closely as part of a small CMT to plan and deliver an international contingent
- Lead the Post Tour, with the support and guidance of the CMT



What skills do I need for this position?

Essential

- Demonstrated ability in travel planning and logistics, either professionally or at past Scouting events
- Excellent negotiating skills
- High attention to detail
- Ability to work as a member of a small team
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Capable of working to tight and evolving deadlines

Desirable

- Lightning-fast learner
- Experience with international travel, including foreign currencies, is highly regarded
- Ability to work with complex spreadsheets

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Love problem-solving and are passionate about learning and stretching yourself
- Sense of adventure

Interpersonal Skills

- Ability to build relationships and trust within the Contingent Management Team and with Rover participants

