



# Program Officer

## 15th New Zealand Venture

### January 2023



Reports to	Assistant Contingent Leader
Team	Contingent Management Team

## Why does my role exist?

The Program Officer role exists to manage the movement of all Contingent members with a primary focus on delivering the activities, accommodation and transport needs for the optional Post-Tour in Queenstown immediately after the closing of the 15th New Zealand Venture.

## Where do I fit in?

The Program Officer works directly with the Assistant Contingent Leader.

## How much time is required?

You will be required to commit a significant amount of time for this role. You should anticipate approximately 5-10+ hours per week.

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 pre and post tours. This is a volunteer position.



# What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
<b>Manage Program Logistics</b>	<ul style="list-style-type: none"><li>● Liaise with external suppliers for supply of activities, accommodation and transport</li><li>● Ensure compliance with the budget</li><li>● Review supplier contracts and provide advice to the Contingent Executive</li><li>● Undertake the planning and execution for Contingent ground travel movements busses and other transport modes utilised</li><li>● Make activity and accommodation bookings</li></ul>
<b>Manage Teams and Team Meetings</b>	<ul style="list-style-type: none"><li>● Work with your team in resolving issues and escalate to the Executive as required.</li><li>● Participate in the Contingent processes.</li><li>● Develop and maintain a thorough understanding of each area you control.</li></ul>



# 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 larger team
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Capable of working to tight and evolving deadlines
- Ability to work with complex spreadsheets

## Desirable

- Lightning-fast learner
- Experience with international travel is highly regarded

## Personal Attributes

- Comfortable in being challenged and responding to challenges
- Perceived as humble and down to earth
- Aspire to make the Australian Contingent youth-led
- Love problem-solving and are passionate about learning and stretching yourself

## Interpersonal Skills

- Ability to build relationships and trust within the Contingent Management Team and with Youth Members.

