



Optional Tours Manager

25th World Scout Moot

Portugal, 2025



Reports to	Contingent Leader (CL)	Functional Group	
Team	Contingent Management Team (CMT)	# of Direct Reports	N/A

Why does my role exist?

As an Optional Tour Manager (OTM), you form part of the CMT and work with other members of the team to manage the Australian Contingent to the 16th World Scout Moot in Portugal. You will be involved in tackling real world problems, as well as gaining exposure to the other parts of the World Scouting movement. But most importantly, you help create the event of a lifetime for hundreds of Rover Scouts.

Where do I fit in?

As an OTM, you will report directly to the CL. You will be responsible for:

- Developing Pre and/or Post Moot Tours; and
- Running Pre and/or Post Moot Tours.

The Optional Tour Managers work closely with the Admin and Finance Manager.

How much time is required?

You will be required to commit a significant amount of time for this role. The commitment will be 1 - 4 hours a week until about 12 months out from the event. After this, it could be up to anything from 5 - 10 hours per week, as we get closer to the Moot.

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. It is desirable for the successful candidate to 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
Plan/Develop Optional Tour	<ul style="list-style-type: none"> • Develop the itinerary and budget • Ensure compliance with the budget • Liaise with external suppliers for supply of activities • Review contracts in consultation with the CL • Book all activities
Run Optional Tour	<ul style="list-style-type: none"> • Lead the Optional Tour • Ensure compliance with the budget • Monitor and support the wellbeing of the participant • Escalate first aid and mental health issues as required
Manage Teams and Team Meetings	<ul style="list-style-type: none"> • Lead with respect and compassion • Model appropriate behaviours expected of ambassadors of Scouts Australia • Ensure crystal clear communication with all members of your team • Work with your team in resolving issues and escalate to the Executive as required • Participate in the Contingent processes • Develop and maintain a thorough understanding of each area under your control.



What skills do I need for this position?

Essential

- Experience in international travel, especially with large groups
- Excellent negotiating skills
- High attention to detail
- Ability to work as a member of a larger team
- Ability to work with spreadsheets
- Ability to work to agreed deadlines

Desirable

- Prior experience in a similar role, either within Scouting or professionally
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Experience in project management is highly regarded
- Qualification in mental health first aid is highly regarded

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Committed to ensuring the Australian Contingent is youth-led and adult supported
- Love problem-solving and are passionate about learning and stretching yourself

Interpersonal Skills

- Ability to build relationships and trust within the CMT and Rover Scouts
- High emotional intelligence is highly regarded.

This role is only open to registered and active members of Scouts Australia.

