



SCOUTS AUSTRALIA – ROLE DESCRIPTION

Pre-tour Program Manager

Role Title	Pre-tour Program Manager
Business Unit	Contingent Management Team – World Scout Jamboree 2027
Reports to	Head of Program
Role Level	Uniform Role, Volunteer
Appointment	Fixed term appointment until October 2027

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

ORGANISATION OBJECTIVE

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self-confident and responsible citizens.

This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

Scouting is the largest non-formal educational youth organisation in the World with over 50 million members. In Australia, Scouting has a membership of approximately 70,000, of which approximately 50,000 are youth members or young adults with the remainder being older adults supporting the delivery of the program.

ROLE OBJECTIVE

The Australian Contingent is seeking to build a team of talented, dedicated, and enthusiastic Scouting people to lead the participation of Australian Scouts aged 14-17 years old in the 2027 World Scout Jamboree.

The World Scout Jamboree is the premier international event conducted by Scouts Australia requiring a high level of attention to detail and commitment to ensuring positive experiences for our youth members. As a member of the CMT you'll work collaboratively with the broader team to execute the roles and responsibilities outlined in your role's scope.

The Pre-tour Program Manager is responsible for overseeing pre-tour program elements, specifically pre-event tours and the communication of pre-tour event activities. This role ensures that the program offers a balanced mix of adventurous activities, cultural experiences, and downtime, while being flexible to accommodate participants with special considerations. Additionally, the role involves collaborating with other teams to manage risks, provide logistical details for registration processes, and contribute to the overall master plan. The budget for each program element must be carefully managed to ensure value is delivered to Contingent members.

KEY STAKEHOLDERS

- Contingent members (youth and adults)
- Parents and Guardians of youth members
- Contingent Management Team
- International Team Members
- National Support Team

ROLE RESPONSIBILITIES

This role comes with a number of responsibilities including the ones listed below. Due to the unpredictable nature of the event, there will be times you are asked to take on additional responsibilities and that is an expectation of this role.

At all times this position will demonstrate behaviours in accordance with Scouts Australia purpose, principles and Association values. and will adhere to the Adult Code of Ethics and Code of Conduct.

As the Pre-tour Program Manager, you will:

- Select the locations with the Program team for the pre-tour, which are both viable, exciting, and accepted by the wider contingent.
- Support the leading of all pre-tour program elements.
- Uncover adventurous, challenging, and inclusive activity options for our youth members to participate in.
- Ensure that the Achievement Pathways are considered during the pre-tour program development.
- Create the opportunity for adventurous activities, cultural immersion and downtime to avoid fatigue.
- Ensure the program can be adjusted for those who have been granted special considerations for the event.
- Work collaboratively with the Finance and Risk team to identify and mitigate risks throughout the Contingent program.
- Work collaboratively with the Logistics team to cover all logistical aspects of the tour plan.
- Provide the Administration Team with all program details required for booking inside the registration system.
- Assess the scale to which the tour can be run and ensure experience is prioritised.
- Assist the Head of Program, ACL and DCL in creating the master plan, contributing all relevant program elements.
- Assist in the preparation and regular reviews of the Program Team budget, ensuring value is delivered to Contingent members. Several budgets may need to be developed.
- Regularly attend the 'CMT' Meetings.
- Present to the wider CMT on the pre-tour options and collaboratively adapt the program to the needs of the wider team.
- Explore partnership opportunities for an IST optional pre-tour.
- Seek out opportunities to minimise costs where possible without jeopardising participant experience.
- Complete any other tasks reasonably required of you by the Head of Program.

WHO WE'RE LOOKING FOR/SELECTION CRITERIA

Running the Contingent for the World Scout Jamboree requires confident and capable people who are willing and able to take on the large task in front of them.

The people we're looking for:

- Ready to build and develop the next generation of event leaders through both mentoring them and enabling them to take charge.
- Prepared to gain sound understanding of Safe from Harm in accordance with Scouts Australia Child Safety Policy including principles, standards, and procedures.
- Complete any training outlined as required by the International Commissioner.
- Focused on the collective rather than the individual.
- Self-driven, with an ability to work collaboratively.
- Able to operate professionally, with integrity and due respect for confidentiality.
- Ready to take on the significant time commitment which should not be underestimated. Even though this is a volunteer position you will be held to the deliverables of your role.
- Solely focused is on creating experiences for our youth during the event, meaning you may not have the opportunity for the same self-enjoyment, rather gaining satisfaction from the experience created for our youth.
- Passionate about events and want to help us succeed with your significant previous experience.

- Are current members of a Scouts Australia Branch and will maintain that membership throughout the tenure of your role.
- Hold a current Working with Children/Vulnerable Persons check in the Branch of which you are a member and agree to maintain this check throughout the tenure of your role.
- Have had a National Police check and agree to any further check as required from time to time.
- Have completed and passed all mandatory training with a commitment to renew successfully every two years.
- ~~Have the recommendation of your Chief Commissioner or their delegate.~~
- Have attached two referees to your application who can speak to your past experience and your style of operating.
- It will be expected that you will contribute, agree and uphold the team charter.

Desirable additional qualities:

- ~~We expect you to contribute, agree and uphold the team charter.~~
- Sound knowledge and understanding of the Scouts Australia program.
- Have excellent IT skills, including the ability to use the Microsoft Office 365 package, online registration systems, and complex spreadsheets.
- Experience in international travel.

You will be required to commit a significant amount of time for this role. 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 considering their work and study requirements. They should be available during the lead up to and the full duration of the event including the HOC Meetings, pre and post tours. This role is a volunteer position, and you will be required to undergo a probationary period of 6 months to assess suitability for the position.

WHERE YOU'LL FIT IN

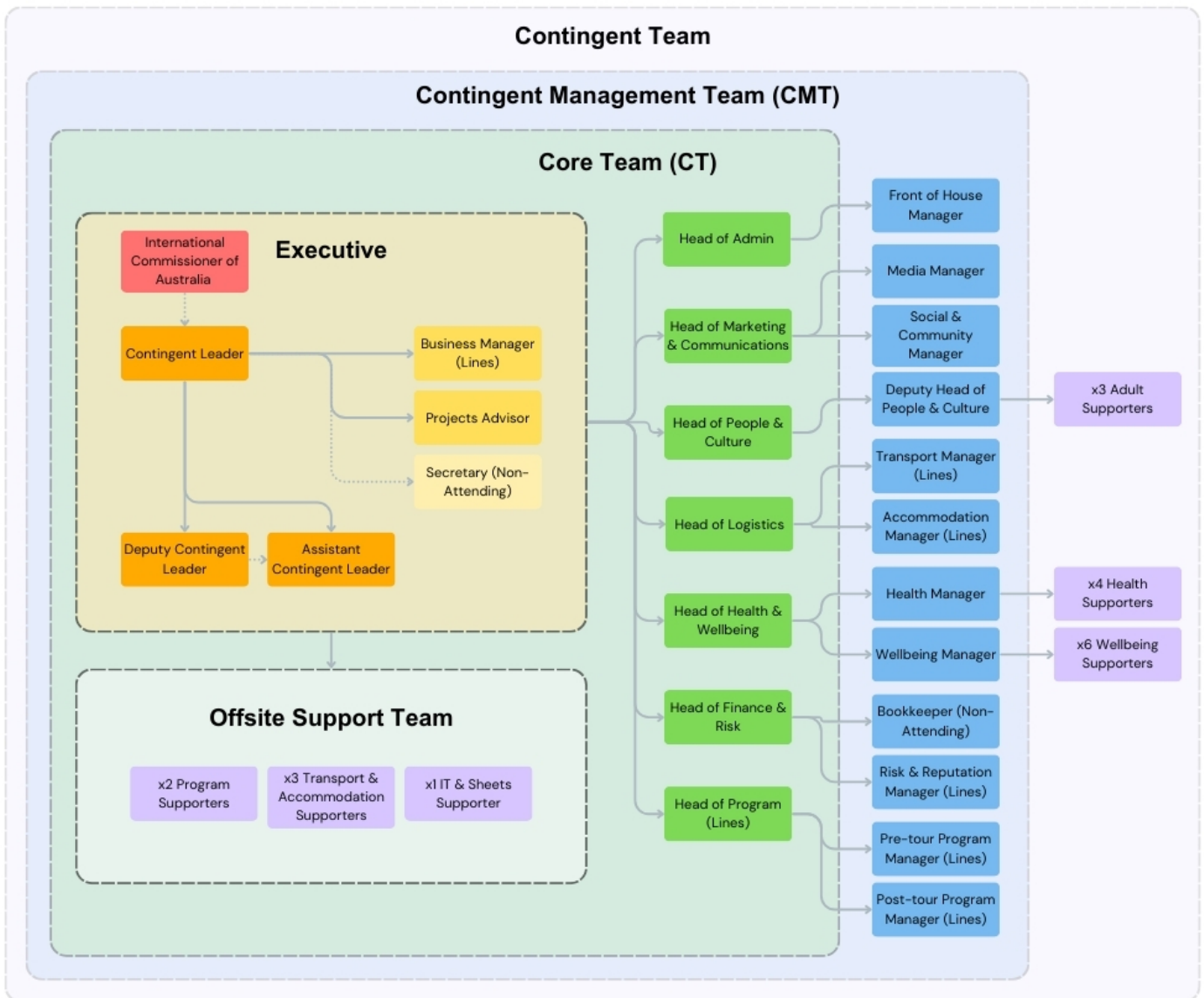
Below is an attached copy of our most recent org design. Please familiarise yourself with the roles in the team and if you have any questions please don't hesitate to ask. Where a role is marked as lines you may be required to attend the event in a Unit Leader capacity, if you have any concerns please reach out.

WSJ 2027 ORG CHART

VERSION 2.4 - SEPTEMBER 2024

Contingent in Numbers

Total Contingent Team: 48
 Total Contingent Team Attending: 40
 Total Non-Lines/IST Contingent Team Attending: 32
 AusCon: 30
 Food House: 2





HOW TO APPLY

What to Submit

- Please submit and complete the questions asked of you in the online form to the highest standard possible. We want to know who you've put forward is your best self!

Where to Submit

- Please apply online through this form before the 10th of October: <https://forms.office.com/r/vqFxQMJUpb>