27th Australian Jamboree – AJ2028

ROLE DESCRIPTION
Deputy Chief Director – Operations – AJ2028

Title	Deputy Chief Director – Operations – AJ2028
Reports to	Chief Director – AJ2028
Direct Reports	Director – Sites and Services Director – Catering and Food Services Director - Transport
Term of Appointment	July 2025 – July 2028
Measurement	Membership, Quality and Participation

This is a voluntary position.

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

Australian Jamborees are a crucial part of the Scout Journey for thousands of young people, they develop lifelong memories and personal growth of every youth member who attends. Success of Jamborees is underpinned by the site, essential services, food and transport - The Deputy Chief Director – Operations – AJ2028 supports this key directorate group to ensure the strong delivery of these critical operational areas.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

- Make a significant contribution to the planning and organisation of the Jamboree by developing a promotional plan for pre and during the event.
- Work with three main directorates of Sites & Services, Catering & Food Services and Transport to advise both Deputy Chief Director role, Chief Director and other key areas of the event
- To operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards.
- Contribute to a monthly report of the Operations Directorate to the Jamboree Executive Committee

- Contribute to the preparation of a comprehensive final report at the conclusion of the event for submission to the Branch Executive Committee/National Executive Committee.
- Attended meetings of the respective directorates of Sites & Services, Catering and Food Services and Transport Directorates.
- Any other responsibilities requested by and in support of Chief Director.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment towards the importance of activities and the 'out' in Scouting
3. Be inclusive in leadership style encouraging their teams to excel
4. Be respectful of all their team accepting individual differences as a resource
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

1. Strategic thinker with an ability to articulate visions, strategies and plans.
2. Ability to develop sound administrative processes to support strategic direction.
3. Flexibility in approach and an ability to work under pressure is essential.
4. Be able to mediate, carry out investigations, write reports and make recommendations.
5. Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
6. Relevant management qualifications or experience.
7. Demonstrate planning and delegation skills.
8. Demonstrate risk management, work health and safety, and ScoutSafe skills.
9. Maintain confidentiality with sensitive and personal information.
10. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment

Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Understand and demonstrate the role and responsibilities of Deputy Chief Director – Operations and have a commitment to that role
3. Already have completed or be willing to completed Basic Activity and Leader of Adult Basic training) within twelve months of appointment.

4. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
    i. be prepared to attain Certificate of Proficiency within 12 months
    ii. complete Certificate of Advanced Adult Leadership within 2 years.