

ROLE DESCRIPTION
Director – Support Services - AJ2028

Title	Director – Support Services
Reports to	Chief Director – AJ2028
Direct Reports	Manager – Administration Manager – International Manager – Staffing and Rostering Manager – Finance Manager - ICT Other Managers as negotiated
Term of Appointment	August 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. We recognise the significant contribution made by all who provide their time for the event, mutual respect, flexibility and positivity. The Support Services Directorate is responsible for the personnel, administrative support, information technology support, registrations, financial operations and international contingent engagement for the Jamboree.

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

- Establish, manage and operate
 - Personnel and administrative support functions for the Jamboree
 - Design, production and distribution of the Jamboree participant pack
 - A data base for the Jamboree to manage the application process and all reporting requirements
 - Overseeing the finance aspects of AJ2028 including budgets, monitoring expenditure, payment of creditors and overseeing debtors
- Designate Leaders and other adults to specific tasks (based on the recommendations of Contingents, role preferences and skills provided by the individual)
- Manage the International contingents in conjunction with the National International Commissioner



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- Co-ordinating staffing rosters of fellow Scout Members who donate their time to support the success of the event.
- Provide leadership and guidance to a team of Leaders, Youth, and other volunteers to facilitate the success of the 28th Australian Jamboree (AJ2028)
- Incorporate authentic youth member input into the work of the Directorate
- Make a significant contribution to the planning and organisation of the 2028 Australian Jamboree.
- Develop a plan to make the Australian Jamboree a safe and positive experience for all participants and attendees
- Implement the above plan with the endorsement of the Chief Director.
- Be accountable for all aspects of the directorate, including planning, operations and delivery, including the budget and financial results; risk management and workplace health and safety matters.
- Develop a collaborative environment bringing together all wellbeing and child safety capabilities across the Jamboree to provide a consistent user experience and capability.
- Develop and manage the timeline for all key milestones of the directorate event plan.
- Develop the Directorate budget to assist in the preparation of the overall Jamboree budget
- Contribute to a monthly report of the Operations Directorate to the Jamboree Executive Committee
- Participate as a member of the Jamboree Organising Committee, attending meetings, reporting progress, presenting the Directorate plan and contributing to the overall planning of the Jamboree relevant to areas involving your Directorate.
- Provide input to the event status report.
- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- 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.
- 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.





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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 Supply and Camping Director and have a commitment to that role
3. Already have completed or be willing to completed Basic Activity or 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.

