



Assistant Director | Program Experience

Program Experience AJ2028

Title:

Assistant Director - Program Experience

Reports to:

Director Program Experience

Appointment Term:

November 2025 to July 2028

Measurement:

Membership, Quality and Participation

Position Type:

Voluntary

Scouts Victoria is a Child Safe organisation. We are inclusive of all, regardless of gender, sexuality, race, religion, or ability, and do 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.

This role focuses on the creative development of a challenging learning-based program of activities for all attendees of the Jamboree, this includes designing the schedule, storyline and bringing theme immersion of the program for youth participants. 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

- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- Make a significant contribution to the planning, organisation and implementation of the 2028 Australian Jamboree.
- Participate as a member of the Program Experience team, attending meetings, reporting progress, liaising with other Directorates and contributing to the overall planning of the Jamboree relevant to Program Experience by undertaking the following:
 - Design and development of an exciting and adventurous program including onsite and offsite activities for the Youth attendees.
 - Incorporate authentic youth member input into the work of the Directorate.
 - Bring together the scheduling design, theme immersion and the experience that participants will have at Jamboree.
- Assist the Director of Program Experience with completing the following tasks as requested:
 - Provide input to the event status report.

- 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.
- Contribute to a monthly report of the Operations Directorate to the Jamboree Executive Committee
- Develop the Directorate budget to assist in the preparation of the overall Jamboree budget
- Develop and manage the timeline for all key milestones of the directorate event plan.
- Any other responsibilities requested by and in support of Director of Program Experience

Attitude, Skills and Knowledge Required

Attitude

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

Skills

The following skills would be beneficial for this role but demonstrated prior experience is not essential. Interested Leaders or Rovers with the enthusiasm to learn new skills are encouraged to apply:

- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to develop sound administrative processes to support strategic direction.
- Flexibility in approach and an ability to work under pressure is essential.
- Be able to mediate, carry out investigations, write reports and make recommendations.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety, and ScoutSafe skills.
- Maintain confidentiality with sensitive and personal information.
- Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment.
- Creative 'think outside the box' approach to program development.

Knowledge

- 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 organisations
- Already have completed or be willing to completed Basic Activity or Leader of Adult Basic training within twelve months of appointment.