

Title:

Entertainment - General Manager - Administration

Reports to:

Entertainment Director

Direct Reports:

Team roles as agreed: Finance, Human Resources, Team Catering, Crew Welfare.

Appointment Term:

December 2025 to July 2028

Measurement:

Membership, Quality and Participation

Position Type:

Voluntary

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.

This role is responsible for overseeing the administration and financial management of the Entertainment Team throughout the delivery of the Jamboree's entertainment program. The incumbent will ensure accurate budgeting, expenditure tracking, procurement coordination, and adherence to financial protocols, enabling the creative team to operate effectively within defined resources.

In addition, the role includes coordination of welfare and catering functions to support the operational needs of the Entertainment Team. This encompasses managing meal schedules, dietary requirements, and wellbeing initiatives to maintain a healthy, productive, and supported team environment.

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

- To provide guidance and input to the Entertainment directorate as selected by the incumbent and approved by the Entertainment Director to facilitate the success of the event.
- Develop and maintain an entertainment directorate budget in consultation with the Entertainment Director, and the overall Jamboree event budget.

- Engage with entertainment acts, both external and Scout based, in relation to finance requirements.
- Incorporate authentic youth member input into the work of the Directorate, providing training opportunities for youth members to learn about administration and finance control for events
- Make a significant contribution to the planning and organisation of the 2028 Australian Jamboree.
- Implement the above plan with the endorsement of the Entertainment and Chief Directors.
- Be accountable for administrative and financial elements of the directorate, including the budget and financial results;
- Contribute to a monthly report of the Operations Directorate to the Jamboree Executive Committee
- Liaise with the Jamboree Catering Director regarding Catering requirements for the Team
- Uphold and recognise the need for professional-like, strong and positive relationships between the Marketing and Entertainment Teams to ensure brand alignment and content development.
- 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
- Lead 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 Entertainment Director.

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

- 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.
- Relevant management qualifications or experience.
- 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 entertainment and or live events environment
- Prior experience in event budget control and management preferred.
- Prior experience in overseeing team welfare and catering.

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
- Understand and demonstrate the role and responsibilities of Entertainment General Manager - Administration and have a commitment to that role.
- Already have completed or be willing to complete Basic Activity or Leader of Adult Basic training within twelve months of appointment.
- Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
 - be prepared to attain Certificate of Proficiency within 12 months
 - complete Certificate of Advanced Adult Leadership within 2 years.