

Security, Fire and Emergency Management AJ2028



Title:

General Manager - Event Management Centre

Reports to:

Director - Security Fire and Emergency Services

Direct Reports:

EMC Team

Appointment Term:

August 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.

The Event Management Centre is the nerve centre for all time-critical requests, planning and responding with an all hazards-all emergencies approach. General Manager - Event Management Centre – AJ2028 supports this Directorate by building a Team to facilitate and support The Event Management Centre. This includes team recruitment, procedures, operationalisation, development of procedures and standing up an interoperable model that supports the delivery of 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 Organization of the Scouting Movement).

Primary Responsibilities

- Provide leadership and guidance to the Event Management Centre Team of Leaders, Youth, and other volunteers to facilitate the success of the 28th Australian Jamboree (AJ2028)
- Incorporate authentic young adult (such as Rover Scouts) input into the work of the Team
- Be accountable for all aspects of the Team, including planning, operations and delivery, including the budget and financial results; risk management and workplace health and safety matters.
- Build capability of the team to deliver the Event Management Centre.

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- Develop plan to mentor younger less experienced members across all aspects of an EMC.
- Develop and manage the timeline for all key milestones of the directorate event plan.
- Assist in developing the Directorate budget.
- Contribute to a monthly report of the Directorate as to support the Director in reporting to the Jamboree Executive Committee
- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- Participate as a member of the Security Fire and Emergency Services, attending meetings, reporting progress, presenting the Directorate plan and contributing to the overall planning of the Jamboree relevant to areas involving your Team.
- 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.
- Any other responsibilities requested by and in support of Chief Director or Director of Security Fire and Emergency Services.

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.
- Ability to lead a team who are high performing, under time critical stress and concurrently deliver on multiple interdependent priorities.
- 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

Knowledge

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- 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 Manager – Event Management Centre and have a commitment to the team
- Experience in Emergency Management and Event Management