

Title:

General Manager - Offsite Program

Reports to:

Program Delivery Director

Direct Reports:

Manager Off Site Activity - Multiple and other Manager Roles as agreed

Appointment Term:

November 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 focuses on the further development and delivery of a creative and challenging learning-based program of activities for all attendees of the Jamboree, leading a team to deliver the activities that participants have the opportunity to partake in.

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

- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- To provide leadership and guidance to a team of people as selected by the incumbent and approved by the Chief Director to facilitate the success of the event.
- Undertake the planning and organisation of an exciting and adventurous program of offsite activities for Youth attendees.
- Coordinate with the Transport Team regarding the requirements for transport for all offsite activities for Youth Members.
- Incorporate authentic youth member input into the work of the Offsite Program Team.
- Make a significant contribution to the planning and organisation of the 2028 Australian Jamboree.

- Implement the above plan with the endorsement of the Chief Director.
- Be accountable for all aspects of offsite activities, including planning, operations and delivery, including the budget and financial results; risk management and workplace health and safety matters.
- Meet and maintain the timeline for all key milestones for offsite activities within the event plan.
- Participate as a member of the Program Delivery Management Team, attending meetings, reporting progress and contributing to the overall planning of the Jamboree relevant to areas involving offsite program.
- 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

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 adventurous activity environment

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 Supply and Camping Director and have a commitment to that role

Program Delivery AJ2028



- Already have completed or be willing to completed 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.