

# Transport AJ2028

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**Title:**

General Manager - Transport Contingent Logistics

**Reports to:**

Director - Transport

**Direct Reports:**

Assistant General Manager – Transport Contingent Logistics, Youth Transport Administrator, Traffic Marshals – Multiple and other roles as negotiated

**Appointment Term:**

November 2025 to February 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. Success of Jamborees is underpinned by the effective & efficient transport, providing access and financial minimisation to enable the youth to participate fully in all aspects of the Jamboree. The Transport Directorate is responsible for coordination of incoming transport, logistics, off-site activity transport and departure of participants. The General Manager – Transport Contingent Logistics – AJ2028 supports this key directorate group to ensure the strong delivery of this critical operational area.

AJ2028 intends to explore innovative ways to reduce the overall cost of transport, logistics and associated activities for contingents and participants. This may involve exploring supporting the coordination of transport through consistent organisations, exploring discounts and other options.

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 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

- Be accountable for all aspects of the department, including planning, operations and delivery, including the budget and financial results; risk management and workplace health and safety matters
- Work collaboratively with State Contingent Teams and Freight Management to ensure the timely and efficient arrival and departure of contingent equipment and buses implementing innovative solutions to meet logistical requirements
- Oversee all transport administration activities, including managing correspondence and inquiries, maintaining accurate records and databases, and coordinating volunteer rosters to ensure smooth day-to-day operations
- Prepare and distribute transport plans, manifests, and briefing materials, ensuring all documentation is accurate, accessible, and aligned with overall logistics requirements.
- Work in partnership with the General Manager – Transport Safety to provide training to a team of Leaders, Youth, and other volunteers
- Work in partnership with the General Manager – Transport Safety to collaborate with the Transport Directorate in developing operating policies and procedures, for proof reading and approval
- Planning and operational management to optimise traffic flow, safety, and coordination of contingent arrivals
- Work closely with the Support Services Directorate to ensure lanyards and other gear are distributed to contingent buses and scanned at the staging area prior to site entry
- Identify and support the innovative opportunities for cost savings and efficiencies to support contingents with shipping, transport and logistics
- Contribute to the timeline for all key milestones of the Directorate event plan
- Contribute to Directorate budget to assist in the preparation of the overall Jamboree budget
- Provide Team updates for a monthly report of the Operations Directorate to the Jamboree Executive Committee
- Participate as a member of the Transport Directorate, attending meetings, reporting progress, contributing to the overall planning of the Jamboree relevant to areas involving your department
- 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, Deputy Chief Director – Operation and Director Transport

## 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 General Manager – Transport Contingent Logistics and have a commitment to that role
- Already have completed or be willing to completed Basic Activity or Leader of Adult Basic training within twelve months of appointment.