

Title:

Venturer Experience Assistant Director – AJ2028

Reports to:

Venturer Experience Director – AJ2028

Direct Reports:

None. Other Manager Roles as agreed

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.

Venturer Scouts are valued members of the wider Jamboree team. They are key supporters of Australian Jamboree's their effort and contribution ensures thousands of Scouts who attend the event.

This role is focused on ensuring Venturer Scout involvement is advocated at the Jamboree in various functions to deliver a quality event, build their skills, recognising their ability to perform in various duties within their individual capabilities. In recognition of their contribution, AJ2028 aims to provide unique experiences exclusive for Venturer Scouts for their rest days, this could include off-site tours, outdoor adventure or social activities.

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

- Work together with the Director – Venturer Experience in order to deliver on the responsibilities of this role description and support the deliverables of this directorate.
- 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.

- Design and undertake the planning and organisation of an exciting and adventurous program including onsite and offsite activities for Venturer Scouts.
- Identify and advocate meaningful service opportunities for Venturer Scouts suited to individual Venturer Scouts capabilities.
- Coordinate with the Transport Director regarding the requirements for transport for all offsite activities for Leaders and Youth Members.
- Prepare a risk assessment for the directorate and services provided.
- Ensure that Venturers are provided a quality program to engage them and meet their developmental needs which entices full participation.
- Where possible integrate elements of the achievement pathways into the event.
- Provide Venturers with the opportunity to learn and develop their leadership skills in a practical environment.
- Incorporate authentic youth member input into the work of the Directorate.
- 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 the directorate, including planning, operations and delivery, including the budget and financial results; risk management and workplace health and safety matters.
- Develop and manage the timeline for all key milestones of the directorate event plan.
- Develop the Directorate budget to assist in the preparation of the overall Jamboree budget.
- Contribute to a monthly report of the Operations Directorate to the Jamboree Executive Committee.
- 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.
- 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
- 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.