

Title:

Venturer Experience - GM Administration - AJ2028

Reports to:

Venturer Experience Director – AJ2028

Direct Reports:

Admin Assistants and other support roles

Appointment Term:

December 2025 to July 2028

Measurement:

Membership, Quality and Participation

Position Type:

This is a voluntary position aimed at current Scouting youth members (Venturer/ Rover) with an interest and passion in providing the Venturer Experience Administration function supporting the Venturer Experience.

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 focuses on the administrative duties of the directorate, ensuring streamlined communications and documentation within the directorate and the wider Jamboree Operating Committee.

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

- To provide guidance and input to the Venturer Experience directorate as selected by the incumbent and approved by the Venturer Experience Director to facilitate the success of the event.
- Provide 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 Venturer Experience and Chief

Directors.

- Be accountable for aspects of the directorate such as, but not limited to
 - Planning and Operations of the Venturer Experience
 - Time tabling/ Rostering
 - Site Planning and Layout
 - Venturer Team Liaison
 - Liaise with Marketing Directorate
 - Liaise with Finance
- Contribute to the timeline for all key milestones of the directorate event plan.
- 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 Venturer Experience 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 team 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.
- Prior experience in providing Administration services at Scouting events.

Knowledge

- Have an interest in learning and developing Business Analyst and Admin skills.

Venturer Experience AJ2028



- 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 a General Manager - Administration and show a commitment to that role.

If Applicable:

- Already have completed or are 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.