

Title

General Manager – Administration

Reports to

Director – Support Services

Direct Reports

Support Services Team

Appointment Term

November 2025 to February 2028

Position Type

Voluntary

Scouts Australia is a Child Safe organisation. We are inclusive of all, regardless of gender, sexuality, race, religion, or ability, and do 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. The General Manager – Administration leads the AJ2028 Administration Team, responsible for coordinating the administration aspects of the 27th Australian Jamboree (AJ2028).

This role reports to the Director – Support Services and works collaboratively across the AJ2028 team, Scouts Victoria, Scouts Australia and other Branches to ensure the Jamboree experience reflects the excitement, values and diversity of modern Scouting.

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

- Oversee all administrative operations to support the planning, delivery, and wrap-up of the Jamboree.
- Develop and implement administrative systems, processes, and documentation standards for the event.
- Manage the event's information management framework, including records, forms, correspondence, and document control.
- Oversee participant registration administration, ensuring smooth data collection, accuracy, and privacy compliance.
- Manage office operations, administrative volunteers, and any temporary staff associated with event administration.
- Support communication processes by maintaining accurate contact lists, distributing official notices, and ensuring timely dissemination of information.
- Liaise with other General Managers to ensure their administration needs (e.g., forms, processes, permissions, documentation) are met.

- Oversee accreditation processes for participants, visitors, contractors, and staff in coordination with relevant teams.
- Maintain compliance with Scouts Australia policies, privacy legislation, and event governance requirements.
- Support risk management and incident reporting systems, ensuring administrative accuracy and accessibility.
- Coordinate the production, distribution, and control of event manuals, guides, and operational documents.
- Provide regular reporting to the Jamboree Executive/Board on administrative status, issues, and resource needs.
- Manage post-event administrative close-out, including archiving, reporting, and knowledge transfer for future Jamborees.

Attitude

- Enthusiastic and committed to Scouting values.
- Participatory Leader who empowers others and values youth-led input.
- Strategic thinker with a solution-focused approach.
- Calm and adaptable in a fast-paced, event-driven environment.
- Collaborative and inclusive communicator.
- Strong sense of accountability and transparency.
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

- Proven leadership and project management ability.
- Strong communication, organisation and delegation skills.
- Able to lead and support an administration team.
- Can plan, organise and manage projects.
- Good problem-solving and decision-making abilities.
- Able to manage documents, records and reporting.
- Confident using administrative systems and digital tools.
- Organised, with good attention to detail.
- Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment

Knowledge

- Understands Scouts Australia rules, policies and how the organisation works.
- Knowledge of event administration processes for large youth events.
- Awareness of risk management, privacy and record-keeping standards.
- Understands how to work with volunteers at large events.