

**Title:**

General Manager Village – AJ2028

**Reports to:**

Director Program Experience – AJ2028

**Appointment Term:**

January 2026 – July 2028

**Measurement / KPIs:**

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 coordinating the vision, planning and management for the onsite Village. The village is the central location on the site, bringing together retailers, our jamboree store, daytime entertainment, contingent offices and other attractions. The role includes liaising with different directorates and contingents to design and deliver a village program experience that aligns with the overall event vision.

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
- Make a significant contribution to the planning, organisation and implementation of the 2028 Australian Jamboree.
- **Ensure the overall success of the Jamboree Village by undertaking the following:**
  - Engage external vendors to provide catering services
  - Collaborate with the Entertainment Directorate to schedule Village entertainment opportunities
  - Collaborate with the Program Delivery Directorate to identify program activities that are best placed in the Village
  - Determine Village hours of operation and staffing requirements
  - Coordinate with the Operations Directorate to attain infrastructure and equipment

- required for the Village
- Coordinate with the Marketing Directorate to ascertain marketing opportunities and requirements associated with the Village
- Provide communication and support for Contingent teams, including clarifying expectations for contingent team involvement in the Village
- Design Village layout and provide maps and schematics
- Participate in Visitors Day and Market Day team meetings to ensure Village operations are responsive to periods of increased demand
- Provide onsite management of Village operations prior to, during and after the Jamboree
- **Assist the Director of Program Experience with completing the following tasks as requested:**
  - Participate in Program Experience team meetings when required, liaise with other directorates and report progress
  - 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.
  - Contribute to a monthly report of the Program Directorate to the Jamboree Executive Committee
  - Contribute to the development of the Directorate budget to assist in the preparation of the overall Jamboree budget
- **Other responsibilities requested by and in support of Director of Program Experience**

#### 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 team members, accepting individual differences as a resource
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

##### Skills

The following skills would be beneficial for this role but demonstrated prior experience is not essential. Interested Leaders or Rovers with the enthusiasm to learn new skills are encouraged to apply:

- 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.
- 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.
- Creative 'think outside the box' approach.
- Excellent communication skills when working with people both internal and external to Scouts Australia

## Knowledge

1. 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
2. Already have completed or be willing to complete Leader of Adult Advanced training within twelve months of appointment.