



## Australian Contingent European Jamboree 2020

### Position Description

### Logistics Manager

A new inspiring Scout and Guide adventure awaits you in the European summer of 2020. After the last EuroJam of 2005, held in the United Kingdom, the European Jamboree returns to gather young people from all over Europe and the world in Gdańsk, Poland to celebrate Scout and Guide values, strengthen our international community and provide young people around the world with the opportunity to meet and learn from each other.

Scouts, Venturers and Rovers, being supported by Leaders from all over Australia, will share a unique experience of exploration, culture and friendship. A short pre-jamboree camp will take in the sights of one of Europe's major cities and then on to the Jamboree.

The Australian Contingent is seeking a team of talented, dedicated and enthusiastic Adults to plan and execute the Australian Contingents adventure including pre tour.

If you think you have what it takes...

### Position Objective

The Logistics Manager will be responsible for the movement of the contingent before, during and after the event. They will liaise with our chosen travel agent to assist with the flights and in Europe bookings, keeping extensive records of how and when people are traveling. They will be in charge of organising the pre-Jamboree camp with assistance from the CMT.

### Key Responsibilities

- Assist C.L. and event travel agent in organising the pre-Jamboree camp and post-Jamboree event.
- Keep accurate records of Contingent travel arrangements.
- Liaise with travel agents in regards to, but not limited to, travel, accommodation and food within Europe.
- Monitor Contingent members who are traveling externally to the contingent and facilitate them joining the contingent.
- Assist with admin as required.
- Any other duties as reasonably requested by the CL or DCL.

### Key Selection Criteria

- High level of attention to detail
- Excellent time management skills
- Strong background in event planning highly regarded.
- Experience with international travel highly regarded.
- Strong IT skills and the ability to deal with complex spread sheets, mail merge and other online software.
- Demonstrated ability to work as a team and mentor younger members.



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### **Time Commitment**

This position requires a significant time commitment in the lead up to the event. It is expected in the final 4 months prior to the event this work load would be around 4-6 hours per week as arrangements are finalised.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution taking into account their work or study requirements. They should be available during the lead up to and full duration of the event including pre and post tours. This is a volunteer position.

### **How to Apply**

Applications should be forwarded by email to the Contingent Leader, James Carfax-Foster [eurojam2020@scouts.com.au](mailto:eurojam2020@scouts.com.au) by 23 November 2018.

Your application should include:

- A brief history on yourself and your Scouting background;
- Details on your current Scouting role(s) and commitments;
- Prior relevant experience;
- Your vision for the role;
- Address the key selection criteria;
- Include contact details for 2 relevant referees;
- and why you feel you are the best candidate for the position