



## Australian Contingent 16<sup>th</sup> World Scout Moot, Ireland 2021

### Position Description

### Tour Co-ordinator

The 16th World Scout Moot will take place in Ireland from 19th - 28th July 2021. The entry point to the Moot will be Dublin City. International Patrols will then explore the many wonders of Ireland on a collection of exciting and interesting trails in local countryside. The Patrols will then return to Dublin for the base camp feature of the Moot before returning home or onto a fantastic post tour adventure!

The Australian Contingent is seeking a team of talented, dedicated and enthusiastic Rovers and leaders to plan and execute the Australian Contingents adventure including pre and post tours.

### Position Objective

The Tour Co-ordinator is responsible for planning, negotiating, booking and oversight of all activities during pre and post tours. The manager should support the Contingents objectives by offering an adventurous, unique and exciting program.

### Key Responsibilities

- Research, design and prepare the pre and post tours.
- Work with the Deputy Contingent leader to prepare a detailed risk management plan.
- Have a high level of attention to detail, excellent written and verbal communication skills, and keep detailed records of conversations and arrangements.
- Research and propose activities to the contingent team.
- Liaise with activity suppliers to price, organize and book activities.
- Prepare communication to the Contingent on activity arrangements and options
- Negotiate the best pricing from activity suppliers to ensure the contingent receives the best value for money.
- Provide budgetary pricing on included activity options for inclusion in contingent budget.
- Liaise with suppliers during the event to resolve any issues that may arise.
- Any other duty as reasonably requested by the CL

### Key Selection Criteria

- Have participated in a World Moot or similar major event previously
- High level sense of fun and adventure
- Experience co-ordinating a similar event.
- Excellent contract negotiation skills
- Have an understanding the Rover Age Group, their needs and potential issues.
- Demonstrated ability to work as a team.



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### Time Commitment

This position requires a consistent time commitment in the lead up to the event. It would not be unusual to spend 5 hours per week, most weeks on the project. In the 4 months leading up to the event, this is expected to increase to over 10 hours per week. Whilst encouraged it is not expected that the Tour Co-ordinator would attend the Moot; if attending the event it would be as either a participant or a member of the International Service team.

Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution taking into account their work or study requirements. This is a volunteer position.

### How to Apply

Applications should be forwarded by email to the Contingent Leader, Sorrel Fuller [wsm2021@scouts.com.au](mailto:wsm2021@scouts.com.au) by 11:59pm AEST 6<sup>th</sup> May 2019.

Your application should include:

- A short description of yourself and your Scouting background;
- Details on your current Scouting role(s) and commitments;
- Any relevant prior experience;
- Your vision for the role;
- Address the key selection criteria;
- Why you feel you are the best candidate for the position
- And Include contact details for 2 relevant referees;

Selections will be completed in May 2019