



The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national, and international communities.

Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse, or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion, and ability.

Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.

<b>Role objective</b>	Lead the travel functions for the Western Australian Contingent, including transport, catering, and accommodation.
<b>Role overview</b>	As Travel Lead, you will be part of the Contingent Support Team and work across the team to plan an outstanding Jamboree experience for Scouts WA members from across the state. You'll lead the travel functions for the Contingent. This will include booking and coordination of air and ground transport, booking and coordination of accommodation, booking and coordination of catering arrangements, and coordination of hire vehicles.
<b>Specific responsibilities</b>	<ul style="list-style-type: none"> <li>• Book ground and air transport to support the requirements of the Contingent, including for the Pre-Jamboree Camp in September 2027.</li> <li>• Monitor transport operations on the ground and resolve issues as necessary.</li> <li>• Develop and execute plans to effectively communicate transport arrangements to Contingent members.</li> <li>• Organise and coordinate hire vehicles.</li> <li>• Plan and oversee arrangements for independent travellers.</li> <li>• Ensure transport expenditure is in line with approved budget allocations.</li> <li>• Coordinate catering arrangements for the Pre-Jamboree Camp and post-tour.</li> <li>• Ensure catering expenditure is in line with approved budget allocations.</li> <li>• Coordinate accommodation to support the requirements of the Contingent, including for the Post-Tour.</li> <li>• Ensure accommodation expenditure is in line with approved budget allocations.</li> <li>• Actively engage in all meetings of the Contingent Support Team.</li> <li>• Contribute to the Contingent Risk Management Plan.</li> </ul>
<b>Key stakeholders</b>	<p>Reports to:</p> <ul style="list-style-type: none"> <li>• Contingent Leader</li> </ul> <p>Works alongside:</p> <ul style="list-style-type: none"> <li>• All members of the Contingent Support Team</li> </ul> <p>Roles that report to this role:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>



<p>Personal attributes</p>	<p><u>Attitude</u></p> <ul style="list-style-type: none"> <li>• Have enthusiasm for the Vision, Aim, and Principles of Scouting</li> <li>• Be a good role model to Youth and Adult Members</li> <li>• Be passionate about the Youth Leading Adults Supporting concept</li> <li>• Adhere to the Scouts Australia Code of Ethics and Conduct</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Be able to communicate efficiently</li> <li>• Be able to manage competing priorities in a changing environment</li> <li>• Be able to build relationships and trust with stakeholders across the event</li> <li>• Have excellent IT skills, including the ability to use the Microsoft Office 365 package, online registration systems, and complex spreadsheets.</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Understand and commit to the Scout Promise and Law</li> <li>• Understand the Youth Program</li> </ul>
<p>Qualifications and experience</p>	<ul style="list-style-type: none"> <li>• Be registered as a current member of Scouts WA now and up until the Jamboree in January 2028.</li> <li>• Previous experience at a major Scout event.</li> </ul>
<p>Time commitment</p>	<p>You will be required to commit time for this role. From July 2026, your commitment will be around 2-3 hours per week as we plan this Jamboree experience for youth members across Western Australia. From January 2027, your commitment will ramp up to 6-8 hours per week as we head into the 12-months leading up to the Jamboree in December 2027.</p> <p>Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution considering their current commitments. They should be available during the lead up to and the full duration of the event including as a member of the advance and rear party. This is a volunteer position.</p>



**Contingent Support Team Structure Chart**

