



GIRL GUIDES  
AUSTRALIA  
VICTORIA

# Girl Guides International Jamboree 2023

Girl Guides Victoria are actively seeking a volunteer Leader in Charge (**LiC**) to lead the planning and running of a proposed large-scale International Girl Guide Jamboree (**Jamboree**). Key details of the proposed Jamboree is that it will be held in Victoria in 2023 in the usual weeklong camp format between January 2023 and May 2023.

**Position Title:** Leader in Charge

**Preparation required prior to camp:** Yes  No

**Tasks required after camp:** Yes  No

**Report to:** State Commissioner, Girl Guides Victoria (**GGV**)

## Responsibilities:

- **Build a Jamboree 2023 Patrol** and provide ongoing mentoring and leadership over all aspects of Jamboree planning including, in consultation with the State Commissioner, appointing Assistant Leaders in Charge and additional Patrol Team members.
- **Develop a communication plan and reporting schedule** including to seek key decisions from relevant governance forums including GGV State Team, GGV Executive Committee and the Girl Guides Australia (**GGA**) Board and Girl Guides in Australia (**GGiA**) Commissioners' Forum.
- **Develop a plan and program for the proposed Jamboree** that aligns to the Girl Guide method, Australia Guiding Program (**AGP**), and World Association of Girl Guides and Girl Scouts (**WAGGGS**) leadership mindset. The program should provide opportunities for the voice of the Girl with the highest demonstration of commitment to inclusion and diversity, particularly to the traditional owners of the lands upon which the event will be planned and held.
- **Implement and deliver the proposed Jamboree** as per the plan with contingency plans in place to respond in an agile manner to challenges and disruptions that inevitably occur in large-scale events and camping activities.
- **Close out activities for the proposed Jamboree** to ensure governance and financial arrangements are concluded and a post-Jamboree review is conducted to identify areas for potential improvement for future similar events.

## Qualifications and Experience required:

- Aged 18 or over, have made the Girl Guide Promise and be a member of a State Girl Guide Organisation (**SGGO**) in Australia.
- Excellent leadership, communication and organisational skills.
- Previous large camp experience in a leadership and/or organisational capacity.
- Excellent interpersonal skills with an effective ability to collaborate and inspire.

- Outstanding level of understanding and experience with people and large team management, and leading through complexity and conflict.

## Activities:

### *Prior to Camp*

- **Build a Jamboree 2023 Patrol** including developing a team structure with the required skillset to deliver the Jamboree. Chair the Jamboree 2023 Patrol meetings.
- **Develop a communication plan and reporting schedule** including preparing for and attending governance forums as required, work with the Joyce Price Centre (**JPC**) team to develop a strategic communications plan for internal and external communications relating to the proposed Jamboree. Development of participant and Leader information and application forms.
- **Develop a plan and program for the proposed Jamboree** including event design, budget, risk management (noting risk management is a particular area of focus), and logistical aspects including registration process, transport, camping and activity arrangements, etc.

### *During Camp*

- **Implement and deliver the proposed Jamboree** including maintaining clear and effective leadership with a collaborative approach to team management. Visible leadership with energy and passion, and an ability to make decisions under pressure while being approachable and supportive throughout camp. Additional highlighted aspects of activities the LiC is responsible for during the proposed Jamboree include:
- Effective and timely management of **risk and challenges** as they are raised with clear escalation to the State Team, State Commissioner or Executive Committee as required. Working closely with the emergency services and other contributors into the Jamboree as required to ensure safe and smooth running of the proposed Jamboree for all participants, Leaders, Volunteers and service providers.

### *After Camp*

- **Close out activities for the proposed Jamboree** are completed including preparation of reports and evaluations to provide a view of the learnings and successes. Additional highlighted aspects of the activities the LiC is responsible for post the proposed Jamboree include:
- Complete all **financial management and governance** responsibilities including the review and submission of final budget and camp report and ensure through the JPC Team that payments and reimbursements have been processed.
- Submit applications for **awards and recognition** for individuals who have attained this with support from the GGV Awards Committee, and set up celebration events to provide visible thank you and recognition for the contribution individuals have made (Girl Guides and other volunteers).

## Further Information:

Selected applications will be advised of their successful submission and provided opportunity to participate in an interview with a panel established by the State Commissioner.

To apply, send your expression of interest letter which outlines your skills and experience to [volunteer@guidesvic.org.au](mailto:volunteer@guidesvic.org.au).

Applications close at 5pm, Friday 30 October 2020.