



Job Description: WSJ 2023: CMT: Logistics

Role Purpose

To plan and manage the logistics required for the SSA Contingent to travel to the 25th World Scout Jamboree in South Korea in 2023.

This role can be sub-divided into the following sub-portfolios:

- Contingent Travel and Pre-Tour Arrangements
- Contingent Clothing, Luggage and Equipment

Functions:

1. Attend meetings of the Contingent Management Team (CMT) and provide regular portfolio updates as required.
2. Secure airline tickets and travel arrangements for the Contingent to and from South Korea.
3. Determine the Visa travel requirements for South Korea and ensure compliance with any applicable regulations.
4. Determine what Travel Insurance is required and liaise with the National Office to ensure that the Contingent is adequately covered for any unforeseen expenses.
5. If the role is divided into sub-portfolios, manage the team allocated to the pre-tour arrangements and the clothing, luggage and equipment portfolios.
6. Manage any additional orders of contingent badges or souvenirs from the participants, which will be used by them as trade items.
7. Secure the tents and any other related equipment required by the Contingent.
8. Perform any other duties as may be reasonably requested by the Contingent Leader.

Accountability & Reporting Structure

Applicable Policies:	Organisational Rules All other SSA Policies
Report to:	Contingent Leader
Peers:	CMT Members

Period of Appointment: April 2021 – December 2023

Appointment Procedure: Contingent Leader and Chief Commissioner to appoint on application

be prepared...

