

CAMPWEST 2020

EVENT MANAGEMENT TEAM

JOB DESCRIPTION



Position: Director Logistics

Reports to: Deputy Chief Director (Operations)

Reports: Manager Camping, Manager Transport.

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- Position Objective:** – Responsible for leadership of the logistics team and delivery of logistics services to support the event.
- Specific Duties:**
- Oversee transport arrangements to support airport transfers and offsite activities.
 - Manage all aspects of temporary infrastructure such as marquees, cool rooms, light towers and generators.
 - Organise pump-out of portable toilets.
 - Ensure portable facilities are maintained to an acceptable standard for the duration of the event.
 - Manage refuelling of light towers and generators.
 - Develop and implement a waste management plan for the event.
 - Manage equipment loans from the Jamboree Q-store.
 - Manage procurement and distribution of replacement gas bottles for Units.
 - Manage procurement and distribution of ice for Units.
 - Contribute to the Campwest Risk Management Plan.
 - Submit invoices to the Manager Finance to arrange payment in a timely manner.
 - Lead a team to deliver the duties outlined in this job description.
- Key Performance Indicators:**
- All temporary infrastructure remains operational for the duration of the event.
 - All Units have the equipment they need to successfully support youth members to participant in the program.
 - Risk assessments submitted to Manager Risk at least 10 weeks prior to event.
- Skills, Experience and Attitudes:**
- Strong commitment to youth empowerment.
 - Availability and commitment to the time required to deliver the duties outlined in this role description.
 - Flexibility in approach and an ability to work under pressure is essential.
 - Experience managing logistical needs of major events desirable, but not essential.
- Time Commitment:**
- 1 hour per week for remainder of 2019
 - 2-3 hours per week during 2020 in the lead up to the event