

# CAMPWEST 2020

## EVENT MANAGEMENT TEAM

### JOB DESCRIPTION



**Position:** Manager Transport

**Reports to:** Director Logistics

**Reports:** Nil.

**Position Objective:** – Responsible for arranging transport to support regional participants and offsite activities.

**Specific Duties:**

- Liaise with the Manager Offsite Activities to ascertain requirements for transport to offsite activity locations.
- Liaise with the Scouts WA Branch Leader Transport to arrange use of the Scouts WA buses.
- Create a transport timetable to facilitate transport to offsite activities.
- Recruit and support bus drivers, including fatigue management.
- Ensure daily checks are carried out and buses are refuelled.
- Liaise with the Director Safety & Wellbeing regarding onsite bus movements during the event.
- Liaise with Unit Leaders and event participants to arrange airport transfers for regional and interstate participants to and from the event venue.
- Contribute to the Campwest Risk Management Plan.
- Submit invoices to the Manager Finance to arrange payment in a timely manner.

**Key Performance Indicators:**

- All participants are transported to offsite activities on time.
- 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.

**Time Commitment:**

- 1 hour per week for remainder of 2019
- 1 hour per week during 2020 in the lead up to the event