

World Scout Jamboree 2027 Malta Contingent - Call for application

Role: Admin & Logistics Officer

Role:

The Admin and Logistics Officer is responsible for managing all administrative tasks and ensuring smooth logistical operations for the Maltese Scout Contingent attending the World Scout Jamboree. This role involves coordinating travel arrangements, maintaining accurate records in OSM (the online database system for the Scout Association of Malta), and supporting the Contingent Management Team with a variety of planning and organisational tasks.

The Admin and Logistics Officer serves as the organisational backbone of the Maltese Scout Contingent, ensuring all administrative records are accurate and up to date within OSM, while also orchestrating travel, accommodation, and procurement needs. By managing data integrity, schedules, and budgeting alongside a variety of stakeholders, this role is critical to the contingent's success at the World Scout Jamboree. Strong attention to detail, proficiency in OSM, and the ability to handle multiple logistical tasks at once are essential qualities for thriving in this position. Through effective communication and careful planning, the Admin and Logistics Officer helps create a seamless, safe, and enriching experience for all participants.

Skills Required:

An applicant for this role should have:

- Strong attention to detail to maintain accurate and up-to-date records.
- Familiarity with document management, budget tracking, and vendor coordination
- Proven ability to manage multiple projects simultaneously while adhering to strict deadlines.
- High level of efficiency and adaptability in a fast-paced environment.
- Competent user of standard office software (e.g., Microsoft Office, Google Workspace) and communication tools (e.g., email, messaging apps).
- Capable of troubleshooting basic technical issues related to OSM or digital record-keeping
- Familiarity with relevant World Scouting policies and guidelines.
- Ability to remain calm under pressure and find pragmatic solutions to unexpected challenges.
- Demonstrable experience using OSM or a similar scouting database system is strongly preferred.
- Previous experience in coordinating travel, managing schedules, or handling large-scale event logistics is strongly preferred

To apply, please send an email to jamboree@scouts.mt by 15th February with:

1. Scouting CV
2. A covering letter, including why you are the ideal candidate, a bit about yourself and your Scouting journey.

Timmy Cutugno

Head of Contingent
WSJ2027 Malta Contingent

The Scout Association of Malta - VO-0311

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The Scout Association of Malta

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