



# Application for Australian Contingent Leader

Applications are now open for the position of Australian Contingent Leader to the following events:

- Norwegian National Jamboree 2021
- 20th BSA Jamboree 2021
- 32nd APR Jamboree 2021 (Bangladesh)
- 15th NZ Venture 2022

The role of Contingent Leader is a challenging and rewarding one. You will be responsible for a contingent of Youth Members and Adult Leaders, as well as for the organisation of their travel itinerary and safety. With the International Commissioner of Australia, you will also be the contact between the Event Organising Committee and Scouts Australia.

An Advisor will be appointed to work closely with, and provide support to, the Contingent Leader. The International Commissioner of Australia is also available for support and guidance.



# Application for Australian Contingent Leader

Some of the Contingent Leader responsibilities will include:

- working with the International Team and the National Office of Scouts Australia to organise the Contingent representing Scouts Australia. This includes following International policies;
- keeping the International Commissioner of Australia well informed throughout the planning for the event itself. This includes regular reports which will be used to update the International Team along with the National Team and National Operations Committee;
- promoting the event to Scouts around Australia and seeking applications for Contingent members;
- communicating with all members of the Contingent from when they join, in preparation for the event right through until post the event, wrap-up and reunion;
- developing a timeline for the Contingent to the event including recommending to the International Commissioner of Australia the appointment of a Deputy Contingent Leader and Assistant Contingent Leader, appointment of a contingent team, prepare a budget, application process, finance time line for payments as well as the event itself, pre or post tour and budget finalisation and final report;
- organising and running either a Pre-tour or Post-tour for the Australian Contingent;
- drafting an application form for members to apply for the event detailing all relevant information for the event including any extra requirements or questionnaires; and
- completing a report at the conclusion of the event for the International Commissioner of Australia, to assist the International Office in the continuous improvement of Australian Contingents.

## Support for the Contingent Leader

The Contingent Leader will be supported by the International Contingent's Advisor, the International Office and the remainder of the International Team.

The International Contingent Leader Handbook will be provided which details all of the responsibilities of the Contingent Leader and the Contingent Team. The guide is based on past experiences and updated with feedback from past events. The policies must be complied with and any exception must be negotiated with the International Commissioner of Australia.

## Selection of the Contingent Leader

The selection of the Contingent Leader will be carried out by a panel representing the International Team of Scouts Australia. This independent panel will review your application based on your statement of claims and other relevant information. Interviews may be conducted by the panel, which will then make a recommendation to the International Commissioner of Australia, who, in turn, forwards the recommendation to the Chief Commissioner of Australia. All candidates will then be notified of the outcome and the Contingent Leader will be appointed by the Chief Commissioner of Australia.

## Timings

Applications for this position close at 5PM AEST on 22 November 2019. Following this a selection panel will review all the applications, interview applicants (as required) and contact any referees.

An appointment will be made in late 2019. All applicants will be contacted and advised of the outcome.

If you feel that you have what it takes to be the Australian Contingent Leader then apply using the link provided. If you have any questions in regards to applying for the position, please don't hesitate to contact me.

Yours in Scouting,

Aaron Wardle  
International Commissioner  
Scouts Australia

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int.comm@scouts.com.au



# Applicant Details, Selection Criteria & Summary Question (ONLINE)

This part of the application is submitted online through the following link:

**APPLY NOW: <https://form.jotform.co/92638327486873>**

Note: applications must be completed and submitted in one go, they cannot be saved and completed in stages so prepare all the documents and responses before starting the online form.

Please submit completed applications before 5PM AEST on 22 November 2019.

The online form contains the following sections:

## Applicant Details

The application form requires some of your basic contact details. It allows you to detail your experiences and roles in Scouting and any experiences in the country/region where the event will be held.

## Selection Criteria

Selection criteria are skills and attributes that the Contingent Leader will need to be able to demonstrate, or have displayed in the past. The applicant needs to make statements against each selection criterion stating how they have met them or are able to meet them. Note that this is a competitive selection process, and the onus is on each applicant to clear, succinctly, and persuasively present their claims.

The key selection criteria for the Contingent Leader are:

1. Demonstrated relevant event management experience at either a State or National level or Contingent experience for a major event.  
Eg: Event Director, Event Organising Committee, Contingent Leader or Contingent staff member
2. Demonstrated capacity, or aptitude, for effective communication with a group of Scouts from different locations and backgrounds.  
Note that effective communication with all Contingent members from the early planning stage to completion of the tour is critical for success. Please include in your response details of your plan for effective communication.
3. Ability to liaise effectively with Scouts Australia, State and Territory Branches, International Scouting organisations and non scouting organisations.
4. Be able to build and develop relationships between Scouts Australia and the host NSO.
5. Experience in developing and maintaining a detailed budget.  
The Contingent Leader will be required to prepare a detailed budget for Scouts Australia for the event. The budget should include accommodation, merchandise, activities, transport, promotions, administration, fees and contingencies.
6. Demonstrated ability, or capacity, to create and manage a flexible itinerary or schedule for a group of people.
7. Demonstrated ability to compile a Contingent Plan for the event.  
The draft Contingent Plan you provide should consider the following items:
  - Your vision for the Contingent;
  - Estimated number of attendees;
  - Whether you would offer a pre-tour or post-tour to the event, along with your basic plans for them;
  - The number of positions you would have on your Contingent Team, and a basic duty statement for each;
  - A basic schedule for how you (and your Contingent Team) will achieve your vision and recruit, create and manage a great Contingent; and
  - What you hope you, the youth members and the Leaders of the Contingent will gain from attending this event.

## Summary Question

This question allows you to sum up and sell your application to the selection panel. What makes you the best candidate to represent Scouts Australia as the Contingent Leader for this event?

# BRANCH CHIEF COMMISSIONER’S RECOMMENDATION

You must also be recommended for Appointment as Contingent Leader by the Branch Chief Commissioner of your State/Territory. This can either be done electronically or by filling out the form below. If it is completed electronically, please cut and paste the following text as a draft email for your Chief Commissioner. Once you have received the recommendation email, please attach it to your application.

1. Recommendation

I, \_\_\_\_\_ being the Branch Chief Commissioner  
of \_\_\_\_\_ Branch recommend \_\_\_\_\_ for the position of  
Australian Contingent Leader.

2. Branch Chief Commissioner’s contact details

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Branch Chief Commissioner’s personal comments about the applicant, and why you think he/ she will make an effective Contingent Leader for this event.

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Signed:

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Branch Chief Commissioner





# TIPS ON ADDRESSING SELECTION CRITERIA

It is essential to respond to each criterion, writing one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples and be clear and to the point. You should also edit your responses for grammar, spelling and punctuation.

It is important to provide evidence to back up your claims. Where possible use actual examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The STAR model can help you form your answer.

## What is the STAR model?

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

**Situation** - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

**Task** - What was your role?

**Actions** - What did you do and how did you do it?

**Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?

## Example response to a selection criterion

Selection Criteria:

Demonstrate effective communication skills in the context of a Scouting event.

Claims against the Selection Criteria:

*As Contingent Leader for the XYZ Branch for ABC event, I needed to ensure that our stakeholders, including Branch Commissioners and Contingent members were kept informed of all details in regards to the event. To do this, I initiated a monthly newsletter, which was emailed to each Contingent member. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of the Contingent team, both in terms of content and language. I received consistently excellent feedback in relation to this newsletter from the Contingent members and from Scouts interested in attending the event. I received a Bravo for the quality of this newsletter from the Chief Commissioner. Most importantly, this initiative resulted in improved lines of communication between Contingent members and the Contingent executive.*

