



# Administration and Finance Lead

KISC Centenary 2023  
Switzerland



<b>Reports to</b>	Contingent Leader	<b>Functional Group</b>	Contingent Management Team (CMT)
<b>Team</b>	Administration and Finance Team	<b># of Direct Reports</b>	Up to 2

## About the Contingent

This event will see a contingent of 150-200 youth members aged 14-25 travel to Kandersteg International Scout Centre (KISC), in the Swiss Alps. KISC is the World Scout Centre, and in 2023 it will celebrate 100 years since it was founded under the vision of a Permanent Mini Jamboree by Lord Robert Baden-Powell – founder of Scouting.

This trip will truly be a unique opportunity for a large group of Australian Scouts to join with Scouts from around the world at the spiritual home of Scouting. Australian Scouts will return home from KISC2023 with a strong connection to World Scouting, to other cultures, and to themselves. With young people at the centre of this experience, this trip will focus on unforgettable memories and real learning outcomes.

An optional post-tour will also be offered, giving Scouts the chance to explore another European country. The post-tour will offer opportunities for sight-seeing as well as a Patrol-based challenge.

## Why join the CMT?

Joining the Contingent Management Team (CMT) will be a challenging and highly rewarding experience. The CMT is based on the principle of youth leading, adults supporting, with a partnership of youth and adults driving the core business of the contingent.

As a member of the CMT, you'll learn and develop skills in teamwork, event planning, project management and leadership. You'll play a key role in delivering an adventurous, memorable, inclusive and educational event for Scouts from all over Australia.

## Why does my role exist?

**This Contingent includes two Administration and Finance Leads – one available to a youth member aged 16-25, and one non-age specific.**

As Administration and Finance Lead (AFL), you will work together with the AFL - Youth to lead the Admin & Finance functions of the Contingent. This will include oversight of the Admin & Finance team, preparation and monitoring of budgets and financial processes to support Contingent objectives and be a central point of contact for participant enquiries and operational support. The AFL will deliver and respond to administrative tasks and any other tasks reasonably requested by the Contingent Executive.

Most importantly, you get to help us create the event of a lifetime for up to 200 youth members.

## Where do I fit in?

As the Administration and Finance Lead, you will report directly to the Contingent Leader and work in partnership with the Administration and Finance Lead - Youth. You will have members of the Admin & Finance team reporting directly to you. The Contingent Executive will provide support and mentorship to help you develop in this role over the next 3 years.

## How much time is required?

The role will require you to commit a significant amount of time. The first 6 - 9 months will start high with about 2-3 hours a week as we set up the Contingent Team. This commitment would then likely drop back to a 1-2 hours a week commitment until about 14 months out from the event. After this, it could be up to anything from 10-15+ hours per week as we get closer to the event.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution, taking into account their work and study requirements. You should be available during the lead up to, and the full duration of, the event including post tour.

This is a volunteer position.

# What does the role involve?

My key responsibilities	The key activities I will perform
<p><b>Planning and coordination of Contingent administration and finance arrangements</b></p>	<ul style="list-style-type: none"> <li>● Oversee application vetting and approval process.</li> <li>● Oversee and ensure responses to participant enquiries are triaged effectively and handled in a timely manner.</li> <li>● Oversee front of house functions on site at KISC and be a conduit to the broader CMT.</li> <li>● In conjunction with the Contingent Executive, develop the Contingent budget.</li> <li>● Report monthly progress to the Contingent Leader.</li> <li>● Monitor and manage incoming payments from participants.</li> <li>● Manage and monitor Contingent accounts payable and receivable.</li> <li>● Liaise with Scouts Australia National Office accountant and secretariat as required.</li> </ul>
<p><b>Managing and Leading the Administration and Finance Team</b></p>	<ul style="list-style-type: none"> <li>● Provide guidance and support to the Administration and Finance Team.</li> <li>● Be the point of escalation for the Administration and Finance Team.</li> <li>● Understand the functions and priorities of the Administration and Finance Team and manage workload accordingly.</li> <li>● Communicate regularly and clearly with the Administration and Finance Team to ensure they can work effectively.</li> <li>● Any other duty as reasonably requested by the CL.</li> </ul>
<p><b>Working with others</b></p>	<ul style="list-style-type: none"> <li>● Be a member of the CMT.</li> <li>● Work together with the AFL - Youth to support and mentor them in their role.</li> <li>● Liaise with National Office staff during planning stages and while at KISC.</li> <li>● Collaborate with other CMT members on administration and finance matters.</li> <li>● Clearly communicate with all members of the Administration and Finance Team, CMT, and Contingent members.</li> <li>● Be a mentor and example to all members attending.</li> </ul>

# What skills do I need for this position?

## Essential

- Demonstrated ability in Administration or Finance, either professionally or at past Scouting events.
- High attention to detail.
- Experience as a member of a Contingent to a major Scouting event within Australia or overseas.
- Experience in international travel, ideally leading groups.
- Demonstrated ability to work as a member of a team, mentor and lead younger members.
- Self-driven, with an ability to work collaboratively.
- Prepared to accept individual ownership/accountability.
- Ability to operate professionally, with integrity and due respect for confidentiality.
- Ability to think logically and laterally.
- Experience working to tight and evolving deadlines.
- Have excellent IT skills and the ability to deal with complex spreadsheets, mail merge and other online software.
- It is a Scouts Australia requirement that the appointed person has completed Adult Leader Basic Training and the Behaviour Management eLearning module or have a willingness to complete this training within six months of appointment. Those aged under 18 at the time of appointment will be required to complete the training prior to the Contingent's departure from Australia.

## Desirable

- Prepared to learn quickly.
- Sound knowledge and understanding of the Scouts Australia youth program.
- Experience in other major events or significant Scouting projects will be highly regarded.

## Personal Attributes

- Comfortable being challenged and responding to challenges.
- Passionate about youth leading, adults supporting.
- Consistently demonstrate behaviours and attitudes consistent with the Scout Promise & Law.
- Love problem-solving and are passionate about learning and stretching yourself.
- Have fantastic attention to detail and excellent communication skills.
- Ability to build relationships and trust within the CMT and with youth and adults alike.