



Deputy Contingent Leader

80th New Zealand Rover Moot

14 April – 24 April



Reports to	Contingent Leader
Team	Contingent Management Team

Why does my role exist?

The Deputy Contingent Leader (DCL) role exists to support the Contingent (CL) with the management of the Australian Contingent to New Zealand Moot 2022.

The DCL will work closely alongside the CL to ensure the successful delivery of all aspects of the international event, with particular focus on member support and welfare within the Contingent.

Where do I fit in?

As Deputy Contingent Leader, you will report directly to the Contingent Leader and will be primarily responsible for member support within the Contingent.

You will also be required to work closely with the Contingent Leader to assist in Contingent management in the lead up to the event.

How much time is required?

You will be required to commit a significant amount of time for this role. You should anticipate approximately 5 hours per week.

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. They should be available during the lead up to and the full duration of the event including post tour.

You will need to be available to leave Australia at the latest of 13 April 2022 and return at the earliest of 24 April 2022.

This is a volunteer position.



What does the role involve?

My Key Responsibilities

Manage Member Support

- Prepare, review and update medical records prior to the event, including gaining additional information from participants as required.
- Provide welfare support to members in advance of departure to build relationships and assist with additional needs and/or special diets
- Monitor and maintain the welfare of the participants. Communicate any Health or Welfare issues to the Contingent Leader
- Coordinate treatment and care of any first aid issues. Escalate first aid issues as required. Ensure maintenance of records of treatment and consultations provided during the event, including 3rd party treatments

Support Contingent Management

- Participate in the logistics and planning of the Contingent, including the Post Tour.
- Assist the contingent leader with Contingent communications, including social media promotions and enquires.
- If required, be prepared to step in as Contingent Leader for short periods of time, or throughout the event, in the unlikely circumstance the Contingent Leader is unable to perform their duties.



What skills do I need for this position?

Essential

- Mental Health First Aid Certificate, First Aid Training (HLTAID009, HLTAID010, HLTAID011)
- Demonstrated ability to oversee member welfare and provide member support
- Attention to detail
- Ability to work as a member of a small team
- Ability to work to agreed deadlines

Desirable

- Prior experience with youth welfare within Scouting highly desirable
- Experience with international travel is highly regarded
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Ability to work with complex spreadsheets
- Capable of working to tight and evolving deadlines
- Lightning-fast learner

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Love problem-solving and are passionate about learning and stretching yourself

Interpersonal Skills

- Ability to build relationships and trust within the Contingent Management Team and Rover participants

