



Assistant Contingent Leader

15th New Zealand Venture

January 2023



Reports to	Contingent Leader
Team	Contingent Executive

Why does my role exist?

The Assistant Contingent Leader (ACL) role exist to provide personal development opportunities for young adults to support the delivery of a major International Scouting event.

The ACL will work closely with the Contingent Leader (CL) to help manage the delivery of this event and help create the event of a lifetime for hundreds of youth members.

The ACL will provide a youth input to the final itinerary, as well as supporting the delivery of the agreed program.

Where do I fit in?

As an Assistant Contingent Leader, you will report directly to the Contingent Leader. The Contingent Leader will be your mentor to help you grow into this role. This role is to be a bridge between the Youth Members and the Executive.

How much time is required?

You will be required to commit a significant amount of time for this role. You should anticipate approximately 5-10+ 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 pre and post tours. This is a volunteer position.



What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
Manage Program Delivery	<ul style="list-style-type: none">● Work with the Program Officer to deliver all aspects of the Contingent itinerary including activities, accommodation and transportation● Be a mentor to all youth attending.
Manage Air Transport	<ul style="list-style-type: none">● Manage the communication of Air Travel to the Contingent Members● Work with the Contingent Leader in the booking of all Contingent flights● Coordinate with the Program Officer for all required airport transfers
Manage Teams and Team Meetings	<ul style="list-style-type: none">● Work with teams in resolving issues and escalate to the Executive as required.● Participate in the Contingent processes.● Develop and maintain a thorough understanding of each directorate under your control.



What skills do I need for this position?

Essential

- Have been a member of the Australian Contingent as a Youth Participant at the 14th New Zealand Venture 2019.

Desirable

- Ability to work as a team and mentor youth members
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Capable of working to tight and evolving deadlines
- Lightning-fast learner
- Experience in other major events or significant Scouting projects highly regarded
- Experience with international travel is highly regarded

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Perceived as humble and down to earth
- Aspire to make the Australian Contingent as youth-led as your local Scout Unit
- Love problem-solving and are passionate about learning and stretching yourself
- Have fantastic attention to detail and excellent communication skills

Interpersonal Skills

- Ability to build relationships and trust within the Contingent Management Team and with Youth Members.

