



Communications Officer

25th World Scout Jamboree Korea, 2023



Reports to	Deputy Contingent Leader
Team	Contingent Management Team

Why does my role exist?

The Communications Officer (CO) role exists to manage the administration and communications needs of the Australian Contingent.

The CO will work closely alongside the DCL and other team members to plan, promote, and deliver a successful international event.

Where do I fit in?

As the CO you will work directly with the Deputy Contingent Leader.

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 Applications and Communications	<ul style="list-style-type: none">● Monitor applications as they arrive● Respond to administration email requests within 48 hours of receipt● Ensure all applicants have completed and uploaded all documentation requests● Edit and distribute the Contingent Newsletters● Arrange regular updates to the Contingent website and Social Media channels
Manage Teams and Team Meetings	<ul style="list-style-type: none">● Work with your team in resolving issues and escalate to the Executive as required.● Participate in the Contingent processes.● Develop and maintain a thorough understanding of each area under your control.



What skills do I need for this position?

Essential

- Demonstrated ability in administration or communications, either professionally or at past Scouting events
- High attention to detail
- Ability to work as a member of a larger team
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Capable of working to tight and evolving deadlines
- Ability to work with complex spreadsheets

Desirable

- Previous experience with OLEMS
- Lightning-fast learner
- 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 youth-led
- 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 with Youth Members.

