



Health and Welfare Assistant

15th New Zealand Venture

January 2023



Reports to	Health and Welfare Officer
Team	Contingent Management Team

Why does my role exist?

The Health and Welfare Assistant role exists to support the delivery of a safe and secure environment for all Contingent members. At least two Health and Welfare Assistants will work together to provide advice, guidance and advocacy for all members of the Contingent. The Health and Welfare Assistants work with direction from the Health and Welfare Officer.

As a Health and Welfare Assistant, you form part of the Contingent Management Team and work with them to help manage the delivery of a successful Australian Contingent to the 15th New Zealand Venture.

Where do I fit in?

As a Health and Welfare Assistant, you will report directly to the Health and Welfare Officer (HWO). You will primarily be responsible for supporting our Adult Members and providing assistance to Line Leaders regarding issues that they cannot resolve within their Unit.

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 Health and Welfare

- Maintain a positive and upbeat attitude
- Monitor and maintain the welfare of the participants
- Maintain effective communication between the Units and the CMT
- Ensure the concerns or support needs of the Line Leaders are addressed
- Manage first aid issues, not able to be managed in the Unit
- Escalate first aid issues as required
- Maintenance of records of treatment and consultations provided during the event, including 3rd party treatments
- Assist in the preparation, review and updating of medical records prior to the event
- Assist with support for members with special needs or special diets

Manage Teams and Team Meetings

- 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 experience in Welfare at similar events
- Ability to easily communicate with youth, leaders and parents alike
- High attention to detail
- Ability to work as a member of a larger team
- Ability to work to agreed deadlines
- Have existing Mental Health First Aid qualifications (or a willingness to complete prior to departure)

Desirable

- Adult Leader experience at an International Scouting event
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- 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.

