



# Australian Contingent Leader

## 23rd New Zealand Jamboree

### January 2024



**SCOUTS**<sup>®</sup>  
Aotearoa

<b>Reports to</b>	International Commissioner of Australia	<b>Functional Group</b>	Contingent Management Team (CMT)
<b>Team</b>	Contingent Management Team	<b># of Direct Reports</b>	10-12

## Why does my role exist?

Scouts Australia requires an Adult Member to lead the Australian Contingent to the 23rd New Zealand Jamboree in January 2024.

## Where do I fit in?

The role of Contingent Leader is a challenging and rewarding one. You will be responsible for a Contingent of Scouts, as well as for the full organisation of this group.

## How much time is required?

You will be required to commit a significant amount of time for this role. The first 6 months will start about 1 - 4 hours a week as you coordinate preliminary plans for the Contingent. After this, it could be anything from 2 - 5+ 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. They should be available during the lead up to and for the full duration of the event. This is a volunteer position.

## What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
<b>Manage Contingent</b>	<ul style="list-style-type: none"><li>● Working with the International Team and the National Office of Scouts Australia to organise the Contingent representing Scouts Australia (including following all International Scouting policies).</li><li>● Developing a timeline for the Contingent to the event including recommending to the International Commissioner of Australia the appointment of key team members, preparing a budget, finance timeline for payments and budget finalisation and other related logistics.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Keeping the International Commissioner of Australia well informed throughout the planning for the event itself. This includes regular reports which will be used to update the International Team along with the National Team and National Operations Committee.</li><li>● Completing a report at the conclusion of the event for the International Commissioner of Australia, to assist the International Office in the continuous improvement of Australian Contingents.</li></ul>

## What support is available?

The Contingent Leader will be supported by the International Office and the remainder of the International Team.

The International Contingent Leader Handbook will be provided which details all of the responsibilities of the Contingent Leader and the Contingent Team. The guide is based on past experiences and updated with feedback from past events. These policies must be complied with and any exception must be negotiated with the International Commissioner of Australia.

## What skills do I need for this position?

### Essential

- Demonstrated ability in managing large projects, either professionally, personally 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

- Lightning-fast learner.
- Experience at a previous overseas Rover Moot.

### Personal Attributes

- Comfortable in being challenged and responding to challenges.
- Perceived as humble and down to earth.
- 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.

## Selection criteria

Selection criteria are skills and attributes that the Contingent Leader will need to be able to demonstrate or have displayed in the past. The applicant needs to make statements against each selection criterion stating how they have met them or are able to meet them. Note that this is a competitive selection process, and the onus is on each applicant to present their claims clearly, succinctly, and persuasively.

The key selection criteria for the Contingent Leader are:

1. Demonstrated relevant event management experience at either a Region, Branch or National level and/or Contingent experience for a major event.

*Eg: Event Organising Committee or Contingent Management Team*

2. Demonstrated capacity, or aptitude, for effective communication with a group of Scouts from different locations and backgrounds.

*Note that effective communication with all team members from the early planning stage to completion of the event is critical for success. Please include in your response details of your plan for effective communication.*

3. Ability to liaise effectively with Scouts Australia, State and Territory Branches, International Scouting organisations and non-Scouting organisations.
4. Be able to build and develop relationships between Scouts Australia and the host National Scout Organization.
5. Experience in developing and maintaining a detailed budget. The Contingent Leader will be required to prepare a detailed budget for the event. The budget should include accommodation, merchandise, activities, transport, promotions, administration, fees and contingencies.
6. Demonstrated ability, or capacity, to create and manage a flexible itinerary or schedule for a group of people.
7. Demonstrated ability to compile a Contingent Plan for the event.

The draft Contingent Plan you provide should consider the following items:

- Your vision for the Contingent;
- Estimated number of attendees;
- Whether you would offer a pre-tour or post-tour to the event, along with your basic plans for them;
- The number of positions you would have on your Contingent Team, and a basic duty statement for each;
- A basic timeline for how you (and your Contingent Team) will achieve your vision and recruit, create and manage a great Contingent; and
- What you hope you and the Members of the Contingent will gain from Scouts Australia attending this event.

## Selection process

**APPLY NOW: <https://form.jotform.com/220109415712849>**

Note: applications must be completed and submitted in one go, they cannot be saved and completed in stages so prepare all the documents and responses before starting the online form.

Please submit completed applications before 31 March 2022.

The application form requires some of your basic contact details. It allows you to detail your experiences and roles in Scouting and any experiences in the country/region where the event will be held.

The summary question allows you to sum up and sell your application to the selection panel.

**Two referees and a recommendation from your Branch Chief Commissioner are required to be provided with your application.**

The selection of the Contingent Leader will be carried out by a panel representing the International Team of Scouts Australia. This independent panel will review your application based on your statement of claims and other relevant information. Interviews may be conducted by the panel, which will then make a recommendation to the International Commissioner of Australia, who, in turn, forwards the recommendation to the Chief Commissioner of Australia. All candidates will then be notified of the outcome and the Contingent Leader will be appointed by the Chief Commissioner of Australia.

## Tips on addressing selection criteria

It is essential to respond to each criterion, writing one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples and be clear and to the point. You should also edit your responses for grammar, spelling and punctuation.

It is important to provide evidence to back up your claims. Where possible use actual examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job.

The STAR model can help you form your answer.

### What is the STAR model?

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

**Situation** - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

**Task** - What was your role?

**Actions** - What did you do and how did you do it?

**Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?

### Example response to a selection criterion

Selection Criteria:

Demonstrate effective communication skills in the context of a Scouting event.

Claims against the Selection Criteria:

As Contingent Leader for the XYZ Branch for ABC event, I needed to ensure that our stakeholders, including Branch Commissioners and Contingent members were kept informed of all details in regards to the event. To do this, I initiated a monthly newsletter, which was emailed to each Contingent member. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of the Contingent team, both in terms of content and language. I received consistently excellent feedback in relation to this newsletter from the Contingent members and from Scouts interested in attending the event. I received a Bravo for the quality of this newsletter from the Chief Commissioner. Most importantly, this initiative resulted in improved lines of communication between Contingent members and the Contingent executive.