



# Deputy Contingent Leader

1<sup>st</sup> Africa Rover Moot Kenya

April 2023



Reports to	Contingent Leader
Team	Contingent Executive

## Why does my role exist?

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

The DCL will work closely alongside the CL to ensure the successful delivery of all aspects of the international event, with particular focus on the risk mitigation and financial security of 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 the administration and financial control of the Contingent.

## 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
<b>Manage Project Delivery</b>	<ul style="list-style-type: none"> <li>● Implement Contingent Processes and Policies.</li> <li>● Maintain an accurate Risk and Issues Register and coordinate all risk mitigation strategies on behalf of the Contingent Management Team</li> <li>● Crystal clear communication with all members of your team.</li> <li>● Be a mentor to all youth attending</li> </ul>
<b>Manage Finances</b>	<ul style="list-style-type: none"> <li>● Monitor payments received via OLEMS</li> <li>● Follow up overdue payments</li> <li>● Monitor all Contingent expenditure to ensure Budget compliance</li> </ul>
<b>Manage Merchandise</b>	<ul style="list-style-type: none"> <li>● Liaise with external suppliers for supply of all merchandise</li> <li>● Review supplier contracts and provide advice to the Contingent Executive</li> <li>● Order all merchandise</li> <li>● Organise delivery of Contingent merchandise to orientation day locations around Australia</li> <li>● Organise personalised delivery of merchandise, as required.</li> </ul>
<b>Manage Teams and Team Meetings</b>	<ul style="list-style-type: none"> <li>● Work with the team in resolving issues and escalate to the Executive as required.</li> <li>● Participate in the Contingent processes.</li> </ul>



# What skills do I need for this position?

## Essential

- A desire to provide effective oversight to the Australian Contingent especially in the areas of risk mitigation and financial security
- Attention to detail
- Ability to work as a member of a larger team
- Ability to work to agreed deadlines
- Ability to work with complex spreadsheets

## Desirable

- 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 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.

