



Australian Contingent Leader

81st New Zealand Rover Moot

28th March – 1st April 2024



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|-----------|---|---------------------|----------------------------------|
| Report to | International Commissioner of Australia | Functional Group | Contingent Management Team (CMT) |
| Team | Contingent Management Team | # of Direct Reports | Up to 4 |

Why does my role exist?

Scouts Australia requires a Rover Scout to lead the Australian Contingent to the 81st New Zealand Rover Moot in April 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 Rover 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, considering 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 |
|-------------------------|---|
| Manage Contingent | <ul style="list-style-type: none">• 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).• 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. |
| Communication | <ul style="list-style-type: none">• 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.• 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. |

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.



Selection Process

Apply Now!

[Contingent Leader Application Form NZM24](#)

Please submit completed applications before 11:59pm **5 November 2023**.

Interviews for this position will be conducted over the weeks following close of Application.

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.

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.