



# Deputy Contingent Leader

16<sup>th</sup> World Scout Moot Portugal

July-August 2025



<b>Reports to</b>	Contingent Leader (CL)
<b>Team</b>	Contingent Management Team (CMT)

## Why does my role exist?

The Deputy Contingent Leader (DCL) role exists to support the 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 DCL, you will report directly to the CL and will be primarily responsible for the administration and financial control of the Contingent.

As an DCL, you form part of the Contingent leadership team and work with the CMT to manage the Contingent and to help tackle real business problems, as well as gaining exposure to the other parts of the World Scouting Movement. But most importantly, you will help us create the event of a lifetime for hundreds of Rover Scouts.

## How much time is required?

You will be required to commit a significant amount of time for this role. The first 6 - 9 months will start about 3 - 6 hours a week as you assist the Contingent Leader to set up the Contingent. This commitment would then likely drop back to a 2 - 5 hours a week commitment until about 12 months out from the event. After this, it could be up to anything from 5 - 15+ hours per week, as we get closer to the Moot.

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 both at the time of applying but throughout the planning process. Applicants should be available during the lead up to and for 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 a live and accurate Risk and Issues Register and coordinate all risk mitigation strategies on behalf of the CMT.</li> <li>● Where a unique risk does arise, ensure mitigations are clear and communicated to CMT.</li> <li>● Develop contingency plans to ensure the Contingent is prepared for any major risk eventuality.</li> <li>● Ensure crystal clear communication with all members of your team.</li> <li>● Be a mentor to all youth attending.</li> <li>● Support the CL and broader CMT to deliver the experience to the Contingent.</li> <li>● Support the CL to complete 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 and to be tabled at the National Operations Committee.</li> <li>● Any other reasonable duties/tasks delegated to you by the CL as required.</li> </ul>
<b>Manage Finances</b>	<ul style="list-style-type: none"> <li>● Develop a Contingent budget in collaboration with the CL, International Commissioner and Contingent Advisor.</li> <li>● Monitor payments received via OLEMS.</li> <li>● Monitor all Contingent expenditure to ensure Budget compliance.</li> <li>● Monitor exchange rates and their impact on the Contingent.</li> </ul>
<b>Manage Teams and Team Meetings</b>	<ul style="list-style-type: none"> <li>● Lead with respect and compassion.</li> <li>● Model appropriate behaviours expected of ambassadors of Scouts Australia.</li> <li>● Participate in the Contingent processes.</li> <li>● Work with your team in resolving issues and escalate to the Executive as required.</li> <li>● Develop and maintain a thorough understanding of each area under your control.</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.
- Experience in other major events or significant Scouting projects.
- Experience in international travel.
- 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 work with OLEMS and/or other event management systems.
- 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 project management is highly regarded.
- Qualification in mental health first aid is highly regarded.

## Personal Attributes

- Comfortable in being challenged and responding to challenges.
- Perceived as humble, accessible 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 CMT and with Rover Scouts.
- High emotional intelligence is highly regarded.

This role is only open to registered and active members of Scouts Australia.

