



Reports to	Contingent Leader (CL)	Functional Group	
Team	Contingent Management Team (CMT)	# of Direct Reports	3+

## Why does my role exist?

The Health and Wellbeing Manager (H&WM) role exists to provide a safe and secure environment for all Contingent members. You will be the dedicated leader of a small team of like minded individuals providing support to Contingent members who may need additional support.

As the H&WM, you form part of the CMT and work with other members of the team to manage the Australian Contingent to the 16th World Scout Moot in Portugal. You and your team will be involved in tackling real world problems, as well as gaining exposure to the other parts of the World Scouting Movement. But most importantly, you help create the event of a lifetime for hundreds of Rover Scouts.

## Where do I fit in?

As the Health and Wellbeing Manager, you will report directly to the CL. You will be responsible for the management of all medical and mental health issues within the Contingent. You will lead the “Go team”, which is a small team of trained Contingent Members who will deal with issues in the Units, International Service Team (IST) or even CMT, providing them support and advice as required.

## How much time is required?

You will be required to commit a significant amount of time for this role. The commitment will be 1 - 4 hours a week until about 12 months out from the event. After this, it could be up to anything from 5 - 10 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. It is desirable for the successful candidate to 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
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**Manage Wellbeing**

- Maintain a positive, upbeat and 'can do' attitude
- Review and contact all Contingent Members with medical and mental health disclosures to understand their needs better
- Monitor and maintain the wellbeing of the participants
- Coordinate treatment and care of any first aid and mental health issues, not able to be managed in the Unit
- Escalate first aid and mental health issues as required
- Ensure maintenance of records of treatment and consultations provided during the event. including 3rd party treatments
- Prepare, review and update medical records prior to the event, including gaining additional information from parents/guardians as required

**Manage Teams and Team Meetings**

- Lead with respect and compassion
- Model appropriate behaviours expected of ambassadors of Scouts Australia
- Ensure crystal clear communication with all members of your team
- 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 health and wellbeing at similar events
- Ability to easily communicate with youth, leaders and parents alike
- Ability to lead a small team but work as a member of a larger team
- High attention to detail
- Ability to work to agreed deadlines and make good decisions on tight timeframes

## Desirable

- Be a registered medical or mental health practitioner/professional or similar.
- Ability to work with OLEMS and/or other event management systems.
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Experience with international travel is highly regarded
- Ability to work with spreadsheets
- 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 and down to earth
- Committed to ensuring the Australian Contingent is youth-led and adult supported
- 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.

