



International Service Team Manager

16th World Scout Moot
Portugal, 2025



Reports to	Contingent Leader (CL)	Functional Group	
Team	Contingent Management Team (CMT)	# of Direct Reports	N/A

Why does my role exist?

The International Service Team (IST) Manager role exists to ensure that all adult members of the Contingent to ensure they feel supported and enjoy their time in their role. Whilst the main workload will be at the Moot, during the lead up to the Moot the IST Manager will support and advocate for the IST.

As the IST Manager, 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 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 IST Manager, you will report directly to the CL. You will be responsible for:

- Maintaining communication between the IST members of the contingent and the CMT
- Monitoring IST health and wellbeing including managing fatigue
- Advocating for the IST members
- Preparing and delivering IST training material.

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 considering 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
Manage Adult Members	<ul style="list-style-type: none">● Maintain effective communications between the CMT and the IST Members of the Contingent● Ensure that any concerns or support needs of IST Members are addressed.● Ensure that all IST Members are performing their share of the work● Monitor IST Member health and wellbeing including fatigue● Work with the Health and Wellbeing Manager and team to support IST members.● Prepare and deliver an IST training course specifically aimed at preparing IST members for their World Scout Moot Experience
Manage Teams and Team Meetings	<ul style="list-style-type: none">● 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

- A desire to support the IST Members of the Australian Contingent
- Attention to detail
- Ability to work as a member of a larger team
- Ability to work to agreed deadlines
- Willingness to gain a First Aid and/or Mental First Aid certificate (if not already held)

Desirable

- Have worked in leader support roles within Scouting
- Have been a member of the IST or a Line Leader at a prior World Scout Event or Australian Jamboree
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Experience in project management is highly regarded.
- Experience with international travel is highly regarded
- Ability to work with spreadsheets

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 Rover Scouts
- High emotional intelligence is highly regarded

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

