



Contingent Leader

16th Aotearoa/New Zealand Venture

31 December 2025 – 11 January 2026



Reports to	International Commissioner of Australia	Functional Group	Contingent Management Team (CMT)
Team	International Team	# of Direct Reports	2 or 3

Why does my role exist?

Scouts Australia requires a Contingent Leader (CL) to lead the Australian Contingent to the 16th Aotearoa/New Zealand Venture 2026.

Where do I fit in?

The role is a challenging and rewarding one. You will be responsible for a Contingent of Youth Members, Adult Leaders and International Service Team members (IST), as well as for the safety, wellbeing, experience and organisation of this group. With the International Commissioner (IC), you will also be the contact between the Venture Organising Committee and Scouts Australia. An Advisor will be appointed to work closely with, and provide support to, the Contingent Leader. The International Commissioner is also available for support and guidance.

How much time is required?

You will be required to commit a significant amount of time for this role. The first 6 months will need approximately 5 - 10 hours a week as you recruit Contingent Management Team members, liaise with the Venture Organising Committee, create the Contingent budget, promote the event and open applications. This commitment will likely slowly increase to anything from 8 - 20+ hours per week, as we get closer to the Venture.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution to Scouting, taking into account their personal, work and study requirements both at the time of applying but throughout the Contingent planning process. Applicants should be available in the lead up to and for the full duration of the event including any prospective Pre and Post Tours.

This is a volunteer position.



What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
<p>Lead the CMT and Contingent</p>	<ul style="list-style-type: none"> ● Lead with respect, compassion, honesty and integrity. ● Be prepared to be flexible, adaptable and make the tough calls. ● Set a vision for the Contingent and empower the CMT to attain that vision. ● Be engaged and involved in Contingent processes. ● Develop and maintain a thorough understanding of each area in your team and maintain a flat, open team structure. ● Work with your team in resolving issues and escalate to the IC as required. ● Ensure clear, two-way communication with all members of your team. ● Engage the CMT to complete regular reports to the IC. ● Support the CMT to deliver the best experience to the Contingent.
<p>Manage Contingent processes</p>	<ul style="list-style-type: none"> ● Recruit and appoint CMT members to help support the Contingent experience. ● Develop a budget in collaboration with IC and Contingent Advisor and manage any revisions once the budget is approved. ● Monitor all Contingent income and expenditure to ensure budget compliance. ● Working with members of the International Team and the National Support Team to organise the Contingent in accordance with policies and processes. ● Develop and maintain a Risk and Issues Register, coordinate all risk mitigation strategies and develop contingency plans. ● Ensure clear, regular communication with Contingent members in preparation for the event, throughout the event and post the event. ● Investigate the feasibility of a Pre-Tour and/or Post-Tour. ● Work with the CMT complete a report at the conclusion of the event for the IC, to be tabled at the National Operations Committee.
<p>Inspire good things</p>	<ul style="list-style-type: none"> ● Model positive habits and behaviours for all Contingent members. ● Support the Contingent to experience the world with an open mind and a safety-first mentality. ● Build resilience in all Contingent members but particularly our youth members. ● Help Contingent members prepare for and overcome the challenges of travel, the realities of life outside Australia and being away from home.



What skills do I need for this position?

Essential

- A desire to provide effective leadership to the Australian Contingent especially in the areas of people management, risk mitigation and financial management.
- Experience on a CMT for a large international event.
- Ability to build an empowered, committed, resilient and compassionate team.
- A growth mindset with a proven ability to be flexible, problem solve and adapt.
- Must be capable of working to tight and evolving deadlines.

Desirable

- Experience as a member of a CMT at an Aotearoa/New Zealand Venture or Jamboree.
- Ability to work with event management systems.
- Ability to think logically and laterally.
- 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.
- Aspire to make the Australian Contingent youth-led.
- Love problem-solving and are passionate about continual improvement and stretching yourself.

Interpersonal Skills

- Excellent and proven leadership skills.
- Ability to build relationships and trust within the CMT and Contingent, through being accessible and down to earth.
- High emotional intelligence is highly regarded.

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

