



SCOUTS AUSTRALIA - ROLE DESCRIPTION

Role Title	Contingent Leader – 82 nd Aotearoa/New Zealand Moot 2025
Business Unit	International Team
Reports to	International Commissioner of Australia
Role Level	Uniform Role, Volunteer

Scouts Australia is a Child Safe organisation. Scouts Australia is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse, or neglect.

OBJECTIVE

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self- confident and responsible citizens.

This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

Scouting is the largest non-formal educational youth organisation in the World with over 50 million members. In Australia, Scouting has a membership of approximately 70,000, of which approximately 50,000 are youth members or young adults with the remainder being older adults supporting the delivery of the program.

ROLE OBJECTIVE

Scouts Australia requires a Rover Scout Contingent Leader to lead the Australian Contingent to the 82nd Aotearoa/New Zealand Moot which is being held 18-21 April 2025.

Applicants should consider the time they have available to be able to accommodate this contribution, taking into account their personal, work and/or study requirements and other Scouting requirements, a time of applying but throughout the duration of the role



ROLE RESPONSIBILITIES

The role is a challenging and rewarding one. You will be responsible for a Contingent of Rovers Scouts, as well as for the safety, wellbeing, experience and organisation of this group. With the International Commissioner of Australia, you will also be the contact between the Moot Organising Committee and Scouts Australia. An Advisor will be appointed to work closely with, and provide support to, the Contingent Leader. The International Commissioner of Australia is also available for support and guidance.

You will be required to commit a significant amount of time for this role. The first 6 months will start about 3-5 hours a week as you coordinate preliminary plans for the Contingent. After this, it could be anything from 5-10+ 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 personal, work and study requirements both at the time of applying and for the duration of the Contingent planning process. Applicants should be available during the lead up to and for the full duration of the event, including any prospective Pre and Post Tours.

What does the role involve?

Lead the CMT and Contingent

- 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 International Commissioner of Australia as required.
- Ensure clear, two-way communication with all members of your team.
- Engage the CMT to complete regular reports to the International Commissioner of Australia.
- Support the CMT to deliver the best experience to the Contingent.

Manage Contingent Processes

- Recruit and appoint CMT members to help support the Contingent experience.
- Develop a budget in collaboration with the International Commissioner of Australia and the Contingent Advisor and manage any revisions once the budget is approved.
- Monitor all Contingent income and expenditure to ensure budget compliance.
- Work with members of the International Team and 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 event.

- Investigate the feasibility of a Pre-Tour and/or Post-Tour.
- Work with the Contingent Management Team to complete a report at the conclusion of the event for the International Commissioner of Australia, to be tabled at the National Operations Committee.

Inspire good things

- 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.

KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Essential

- A desire to provide effective leadership to the Australian Contingent especially in the areas of people management, risk management and financial management.
- Experience as a participant at an Aotearoa/New Zealand Moot or other 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.
- A sound understanding of Safe from Harm in accordance with Scouts Australia Child Safety Policy including principles, standards, and procedures.

Desirable

- 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 be passionate about continual improvement and stretching yourself.

Interpersonal Skills

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

This is a volunteer role open only to Rover Scouts who are registered and active members of Scouts Australia. This role is also required to undergo a probationary period of 6 months to assess suitability to the position.