



Admin & Finance Lead

Australian Contingent

16th Aotearoa/New Zealand Venture 2025-2026

Reports to	Contingent Leader
Functional group	Contingent Management Team (CMT)
Portfolio	Admin & Finance
Direct reports	None

Why does my role exist?

The Australian Contingent is seeking to build a team of talented, dedicated, and enthusiastic Scouting people to lead the participation of Australian Venturer Scouts in the 16th Aotearoa/New Zealand Venture.

As Admin & Finance Lead, you will be part of the Contingent Management Team and work across the team to plan an outstanding international experience for Venturer Scouts from across Australia. You'll lead the administration and finance functions for the Australian Contingent. This will include oversight of budgets and financial processes to support Contingent objectives and being a central point of contact for enquiries. There may at times be other administrative tasks as reasonably requested by the Contingent Leader.

This is a co-leadership position. Our team will include two Admin & Finance Leads: a young adult looking to develop their skills in International Scouting, supported by a seasoned operator. This structure is intended to develop a pipeline of leaders for future Scouts Australia International Contingents.

This position is available to a young adult or an experienced supporting adult.

Where do I fit in?

As the Admin & Finance Lead, you will report directly to the Contingent Leader. Depending on the size of the Contingent, you may have team members reporting to you in this role. The Contingent Leader and Deputy Contingent Leader will support you to grow into this role over the next 18 months.

This is a volunteer role open only to Youth, Adult and Fellowship members of Scouts Australia. This role is also required to undergo a probationary period of six months to assess suitability to the position.

How much time is required?

You will be required to commit a significant amount of time for this role. For the remainder of 2024, expect about 2-3 hours a week as we set up the Contingent Management Team and prepare to open applications. During 2025, you should expect around 5-8+ hours a week as we work together to finalise arrangements for our New Zealand adventure.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution considering their work and study requirements. They should be available during the lead up to and the full duration of the event including the pre and post tours. This is a volunteer position.



What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
Planning and coordination of administration support for the Contingent	<ul style="list-style-type: none"> • Oversee and ensure responses to participant enquiries are triaged effectively and handled in a timely manner. • Oversee application vetting and approval process. • Oversee front of house functions on site at the Venture and be a conduit to the broader Contingent Management team.
Planning and monitoring of the Contingent budget	<ul style="list-style-type: none"> • Manage and monitor incoming payments from participants. • Manage and monitor Contingent accounts payable and receivable.
Working with others	<ul style="list-style-type: none"> • Work with teams in resolving issues and escalate to the Contingent Executive as required. • Actively engage in all meetings of the Contingent Management Team. • Collaborate with other Contingent Management Team members on program matters. • Clearly communicate with all members of the Program Team, Contingent Management Team, and Contingent members. • Be a mentor and example to all members attending.



What skills do I need for this position?

Essential

- Demonstrated ability in administration or finance, either professionally or at past Scouting events.
- High attention to detail.
- Capable of working to tight and evolving deadlines.
- Ability to work as a member of a diverse team that includes young people.
- Self-driven, with an ability to work collaboratively.
- Prepared to accept individual ownership/accountability.
- Ability to operate professionally, with integrity and due respect for confidentiality.
- Have excellent IT skills, including the ability to use the Microsoft Office 365 package, online registration systems, and complex spreadsheets.
- Must have a sound understanding of Safe from Harm in accordance with Scouts Australia Child Safety Policy including principles, standards, and procedures.

Desirable

- Sound knowledge and understanding of the Scouts Australia program.
- Experience as a participant or supporting adult to a major Scouting event within Australia or overseas.
- Experience in international travel, ideally leading groups, is highly regarded.

Personal attributes

- Comfortable in being challenged and responding to challenges
- Willingness to learn and support development of others.
- Perceived as humble and down to earth.
- Aspire to make the Australia Contingent as youth led as your local Venturer Scout Unit.
- Love problem-solving and stretching yourself.
- Have fantastic attention to detail and excellent communication skills.

Interpersonal skills

- Ability to build relationships and trust within the Contingent Management Team and across the broader Australian Contingent with youth participants and supporting adults.

