



SCOUTS AUSTRALIA - ROLE DESCRIPTION

Deputy Contingent Leader

Role Title	Deputy Contingent Leader
Business Unit	Contingent Management Team – New Zealand Venture
Reports to	Contingent Leader – New Zealand Venture
Role Level	Uniform Role, Volunteer
Appointment	The appointment is for a fixed term up to March 2026

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

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 the Deputy Contingent Leader, you will be part of the Contingent Executive and work across the team to plan an outstanding international experience for Venturer Scouts from across Australia. You will support and mentor members of the Contingent Management Team to deliver a positive and rewarding experience for all Contingent members. A specific focus will be supporting and empowering young adults on our Contingent Management Team, in collaboration with the Contingent Leader, to support a pipeline of leaders for future Scouts Australia International Contingents. In agreement with the Contingent Leader, you will oversee two of the following portfolios within the Australian Contingent: Administration & Finance, Health & Wellbeing, Marketing & Communications, Program, and/or Operations.

This position is available to a young adult or an experienced supporting adult. As the Deputy Contingent Leader, you will report directly to the Contingent Leader. You'll collaborate with all members of the Contingent Management Team to ensure our planning is on track to deliver an outstanding international experience for all our Contingent members. The Contingent Leader will help you grow into this role over the next 18 months.



KEY STAKEHOLDERS

- Contingent members (youth and adults)
- Parents and Guardians of youth members
- Contingent Management Team
- Venture Organising Committee
- International Team Members
- National Support Team

ROLE RESPONSIBILITIES

Grow the Australian Contingent

- Utilise your Scouting knowledge to help market the Contingent to youth members across Australia.
- Leverage your Scouting network to grow Contingent membership.

Contingent leadership

- Support adult Contingent members to facilitate a positive and rewarding experience.
- Crystal clear communication with all members of the team.
- Represent the Contingent Leader at meetings as required.
- Adopt the role of Contingent Leader should the incumbent be unable to continue in the role.

Contingent planning

- Work with the Contingent Executive to develop scalable processes and policies.
- Implement Contingent processes and policies.
- Contribute to all aspects of Contingent planning including risk, operations, finance, administration, health and wellbeing, and program.
- Collaborate with the Health and Wellbeing Lead to organise youth members into Units/Patrols.

Working with others

- 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.


Lead risk management

- Collaborate across the Contingent Management Team to ensure effective risk plans are developed and implemented.

KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Essential

- Have experience at a major Scout event at branch, national or international level, preferably as a member of an Event Organising Committee or Contingent Management Team.
- 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.

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- 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.
- Have excellent IT skills, including the ability to use the Microsoft Office 365 package, online registration systems, and complex spreadsheets.
- 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.
- Ability to build relationships and trust within the Contingent Management Team and across the broader Australian Contingent with youth participants and supporting adults.

You will be required to commit a significant amount of time for this role. Anticipate approximately 5-10+ hours per week. 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.

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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 6 months to assess suitability to the position.