



SCOUTS AUSTRALIA - ROLE DESCRIPTION

Health & Wellbeing Lead

Role Title	Health & Wellbeing Lead
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 Health & Wellbeing Lead, you will be part of the Contingent Management Team and work across the team to plan an outstanding international experience for Scouts from across the country. You'll lead planning and delivery of health and wellbeing support for our Contingent. This will include oversight of the Health & Wellbeing Team and coordination of health and wellbeing support services for youth and adult Contingent members. You will work closely with the Contingent Leader, Deputy Contingent Leader, and your team to support the health and wellbeing of all Contingent members. This position is available to an experienced supporting adult. Professional qualifications and/or experience in the health and wellbeing space is highly regarded.

As the Health & Wellbeing Lead, you will report directly to the Contingent Leader. Depending on the size of the Contingent, you will have five or six 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.

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

Oversee the safeguarding of the Contingent members' physical health, mental health, and wellbeing

- Prepare, review, and update medical records prior to the event, including gaining additional information from participants and guardians where required.
- Communicate information to Contingent members prior to our departure to ensure they are prepared as much as possible to manage their own personal health and wellbeing.
- Ensure the Contingent is well stocked with the necessary first aid supplies.
- Coordinate responses to health and wellbeing matters escalated to the Contingent Health & Wellbeing Team.
- Be the primary liaison between the Contingent and the onsite medical centre at the Venture.
- Communicate with emergency responders or medical staff for escalated illness or injuries.
- Coordinate escalation of health and wellbeing matters, obtaining third party professional treatment as necessary.
- Maintain records of treatments and consultations provided during the event, including obtaining records for third party treatments.
- Escalate health or wellbeing concerns to the Contingent Leader or Deputy Contingent Leader as necessary.

Lead the Health & Wellbeing Team

- Recruit and lead a team of suitability trained and experienced health and wellbeing adult leaders.
- Provide guidance and support to the Health & Wellbeing Team.
- Be the point of escalation for the Health & Wellbeing Team.
- Understand the functions and priorities of the Health & Wellbeing Team and manage workloads accordingly.
- Communicate regularly and clearly with the Health & Wellbeing Team to ensure they can work effectively.


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.

KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Essential

- Demonstrated ability in health and wellbeing, either professionally or at past Scouting events. Professional qualifications and experience in the health and wellbeing space is highly regarded.
- 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.

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- 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.
- 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. 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.

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.