



## SCOUTS AUSTRALIA – ROLE DESCRIPTION

### Head of Administration

<b>Role Title</b>	Head of Administration
<b>Business Unit</b>	Contingent Management Team – World Scout Jamboree 2027
<b>Reports to</b>	Contingent Leader – World Scout Jamboree 2027
<b>Role Level</b>	Uniform Role, Volunteer
<b>Appointment</b>	Fixed term appointment until October 2027

*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.*

#### ORGANISATION 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 Scouts aged 14-17 years old in the 2027 World Scout Jamboree.

The World Scout Jamboree is the premier international event conducted by Scouts Australia requiring a high level of attention to detail and commitment to ensuring positive experiences for our youth members. As a member of the CMT you'll work collaboratively with the broader team to execute the roles and responsibilities outlined in your role's scope.

The Head of Administration is responsible for overseeing all aspects of data management and IT operations within the Contingent. This includes ensuring secure and efficient data collection, managing access to sensitive information, and leading the implementation of systems such as the Contingent Registration System. The role also involves managing onsite operations, supporting participants with identification and travel documents, and collaborating with other teams to mitigate risks and streamline event logistics.

#### KEY STAKEHOLDERS

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

## ROLE RESPONSIBILITIES

This role comes with a number of responsibilities including the ones listed below. Due to the unpredictable nature of the event, there will be times you are asked to take on additional responsibilities and that is an expectation of this role.

At all times this position will demonstrate behaviours in accordance with Scouts Australia purpose, principles and Association values. and will adhere to the Adult Code of Ethics and Code of Conduct.

### As Head of Administration you will:

- Understand the requirements for data collection across the Contingent through consulting all Contingent Teams.
- Ensure data is both securely kept and available to relevant stakeholders. This includes levels of access, with CMT and Unit Leaders having differing requirements for access to PII Information.
- Lead the implementation of the Contingent Registration System and explore where automation can be implemented.
- Operate the Contingent help desk including pre and post event, answering questions from attendees and seeking the relevant advice of other Teams when required.
- Run the front of house operations at the onsite Contingent HQ.
- Understand the requirements for and lead the implementation of IT during the event, including access to internet services and the creation of redundancy. This does not include Phone related communication.
- Provide youth members with personal Contingent identification during the pre and post event phases.
- Work collaboratively with the communications team to manage passport information upload.
- Secure and manage passports during the event, including arranging these into travel groupings.
- Work collaboratively with the Finance and Risk team to identify and mitigate Administrative risks within the Contingent.
- Offline storage of medical and contact information for participants in the event of digital downtime.
- In collaboration with the Health and Wellbeing team, create units based on geographic region, ensuring the correct ratio of leaders and youth based on their area.
- Assist with the organisation of Meet-Camp and O-Camp.
- Upload participant data to the JOC prior to the advised deadline.
- Prepare and regularly review the Administration Team budget, ensuring value is delivered to Contingent members.
- Build a strong team to support and complete the tasks required.
- Regularly attend the 'Core Team' Meetings with the relevant members of your team.
- Complete any other tasks reasonably required of you by the CL, DCL or ACL.

## WHO WE'RE LOOKING FOR/SELECTION CRITERIA

Running the Contingent for the World Scout Jamboree requires confident and capable people who are willing and able to take on the large task in front of them.

### The people we're looking for:

- Ready to build and develop the next generation of event leaders through both mentoring them and enabling them to take charge.
- Prepared to gain sound understanding of Safe from Harm in accordance with Scouts Australia Child Safety Policy including principles, standards, and procedures.
- Complete any training outlined as required by the International Commissioner.
- Focused on the collective rather than the individual.
- Self-driven, with an ability to work collaboratively.
- Able to operate professionally, with integrity and due respect for confidentiality.
- Ready to take on the significant time commitment which should not be underestimated. Even though this is a volunteer position you will be held to the deliverables of your role.

- Solely focused is on creating experiences for our youth during the event, meaning you may not have the opportunity for the same self-enjoyment, rather gaining satisfaction from the experience created for our youth.
- Passionate about events and want to help us succeed.
- Are current members of a Scouts Australia Branch and will maintain that membership throughout the tenure of your role.
- Hold a current Working with Children/Vulnerable Persons check in the Branch of which you are a member and agree to maintain this check throughout the tenure of your role.
- Have had a National Police check and agreed to any further check as required from time to time.
- Have completed and passed all mandatory training with a commitment to renew successfully every two years.
- Have attached two referees to your application who can speak to your past experience and your style of operating.
- Expected you to contribute, agree and uphold the team charter.

**Desirable additional qualities:**

- 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.

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 HOC Meetings, pre and post tours. This role is a volunteer position and you will be required to undergo a probationary period of 6 months to assess suitability to the position.

## WHERE YOU'LL FIT IN

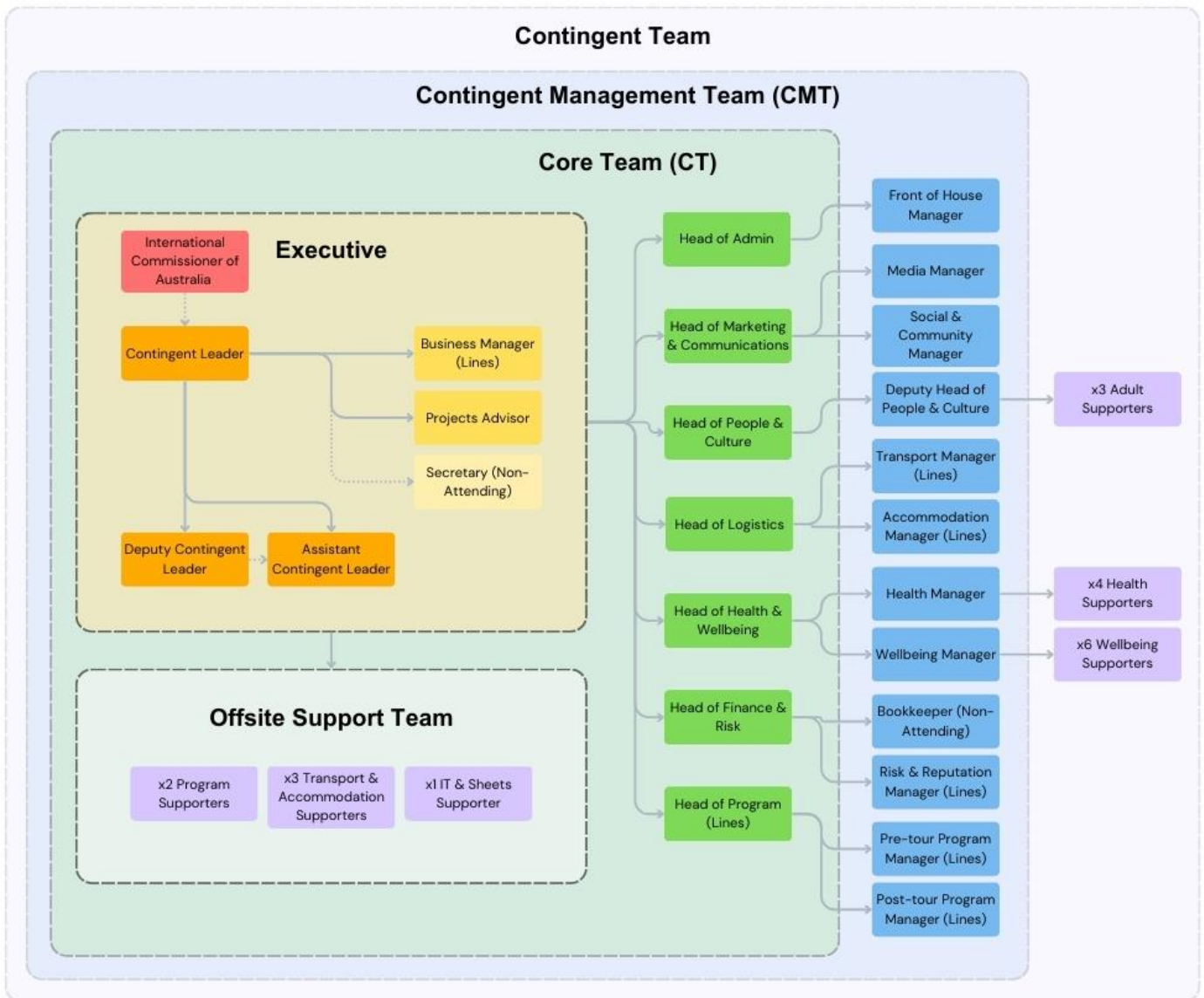
Below is an attached copy of our most recent org design. Please familiarise yourself with the roles in the team and if you have any questions please don't hesitate to ask. Where a role is marked as lines you may be required to attend the event in a Unit Leader capacity, if you have any concerns please reach out.

# WSJ 2027 ORG CHART

VERSION 2.4 - SEPTEMBER 2024

### Contingent in Numbers

Total Contingent Team: 48  
 Total Contingent Team Attending: 40  
 Total Non-Lines/IST Contingent Team Attending: 32  
 AusCon: 30  
 Food House: 2





## HOW TO APPLY

### What to Submit

- Please submit and complete the questions asked of you in the online form to the highest standard possible. We want to know who you've put forward is your best self!

### Where to Submit

- Please apply online through this form before the 10<sup>th</sup> of October: <https://forms.office.com/r/vqFxQMJUUpb>