



## SCOUTS AUSTRALIA – ROLE DESCRIPTION

### Head of People & Culture

<b>Role Title</b>	Head of People & Culture
<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 People & Culture is responsible for ensuring the wellbeing, suitability, and performance of leaders and adult members within the Contingent. This includes assessing leader applicants, managing fatigue, and resolving interpersonal conflicts during the event. The role also involves developing policies and resources, such as position descriptions and a leader handbook, while enforcing codes of conduct and ensuring leaders are equipped with necessary qualifications. A focus on maintaining safety, supporting team dynamics, and fostering a positive environment is central to this role.

#### 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 People & Culture you will:

- Assess the suitability of Leaders as they apply for the Contingent, including seeking reference checks.
- Seek out suitable Unit Leaders for the Contingent, ensuring they can effectively manage and adapt as changes are made during the event.
- Manage fatigue during the event through advising the Contingent on the acceptable number of rest days and periods.
- Enforce fatigue management amongst adults during the event, mandating individuals take rest when their personal safety or health may be at a risk. This includes all CMT members.
- Manage interpersonal conflicts within the Contingent when they may arise, creating meaningful next steps for resolution.
- Create a formal process for the removal of a CMT Member or Contingent member in consultation with the International Commissioner, outlining the steps and processes involved.
- Design position descriptions for roles within the Contingent (these being Line Leader, Unit Leader, IST Member, Etc).
- Work collaboratively with the Finance and Risk team to identify and mitigate People and Culture risks within the Contingent.
- Assist the Admin and Health & Wellbeing teams in ensuring the correct leader resources are allocated to units based on their geographic region.
- Prepare and regularly review the People & Culture Team budget, ensuring value is delivered to Contingent members.
- Ensure that Units have leaders which are adequately equipped to deal with frontline issues through First-Aid and Youth Mental Health First-Aid qualifications.
- Develop additions to the Scouts Australia Adult Code of Conduct relevant to the event and ensure all Adults attending the event have signed an agreement to adhere by it.
- Create a leader handbook, ensuring it contains the critical information Adults will need to know during the event. This is to be distributed prior to departure.
- Consider the needs of our IST Contingent members and how they may be supported before, during and after the event.
- Provide a space for Adults to rest where they may need time away from work, this may include overnight stays offsite.
- 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

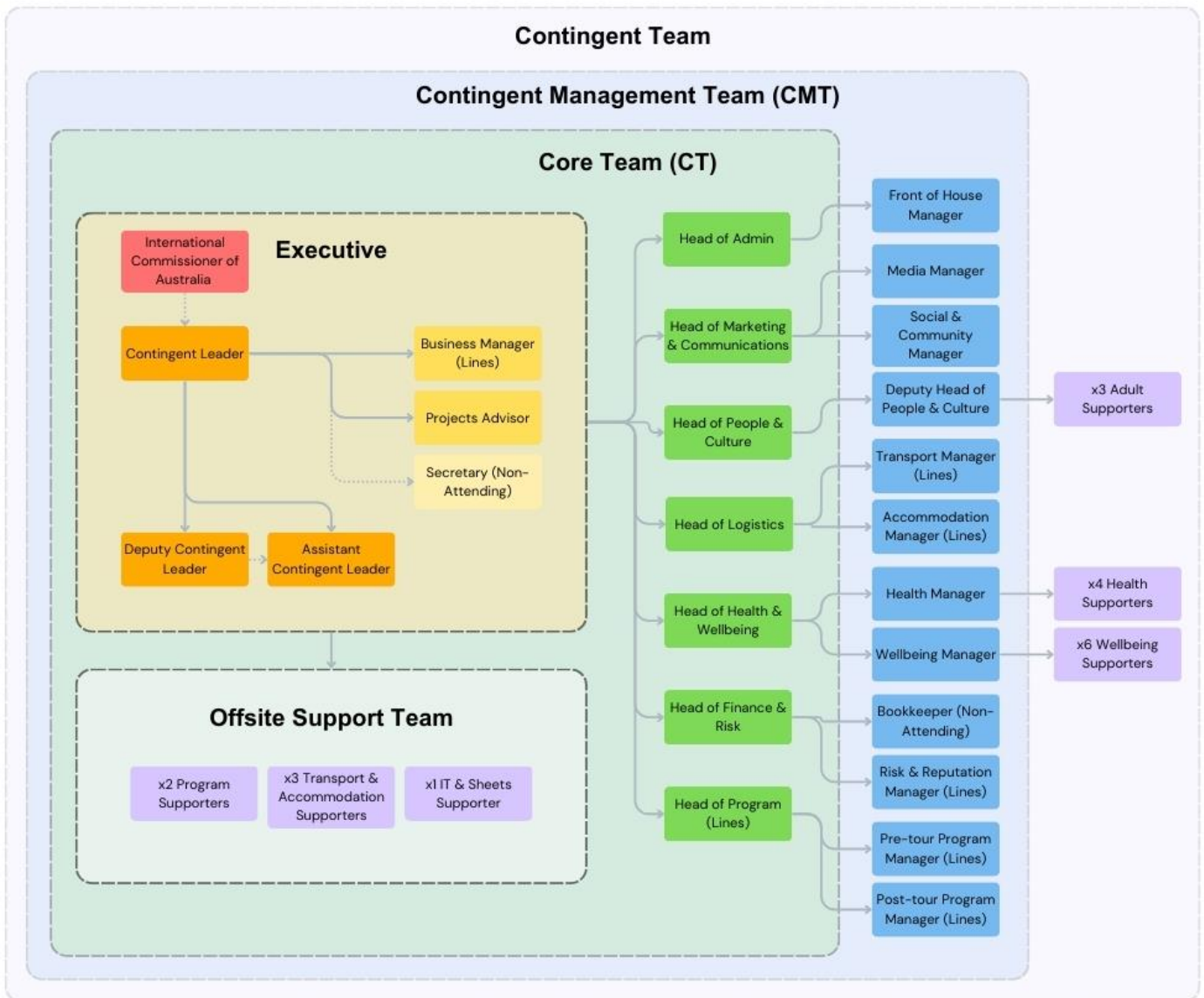
Below is an attached copy of our most recent org design. Please familiarise yourself with the roles in the team and if you have any questions please don't hesitate to ask. Where a role is marked as lines you may be required to attend the event in a Unit Leader capacity, if you have any concerns please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