



SCOUTS AUSTRALIA - ROLE DESCRIPTION

CONTINGENT LEADER

Role title	Contingent Leader – 24 th Aotearoa/New Zealand Jamboree
Business unit	International Team
Functional Group	Contingent Management Team (CMT)
Reports to	International Commissioner of Australia
Role level	Uniform role, volunteer position

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 purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

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

Scouts Australia requires an Australian Adult Member to lead the Australian Contingent to the 24th Aotearoa/New Zealand Jamboree, being held over December 2027 and January 2028.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution, considering their personal, work and/or study requirements both at the time of applying and for the duration of the Contingent planning process. Applicants must be available during the lead up to and for the full duration of the event, including any prospective Pre and/or Post Tours.



ROLE RESPONSIBILITIES

The role of Contingent Leader (CL) is a challenging and rewarding one. You will be responsible for the safety, wellbeing, experience and organisation of a Contingent of Australian Scouts. With the International Commissioner of Australia, you will also be the main contact between the Jamboree Organising Committee (JOC) and Scouts Australia. A Contingent Advisor (CA) will be appointed to work closely with, and provide support to the CL. The Deputy International Commissioner and International Commissioner of Australia are also available for support and guidance.

You will be required to commit a significant amount of time for this role. The first 6 months will demand an estimated 5-10 hours a week as you coordinate preliminary plans and recruit a CMT for the Contingent. After this, it could be anything from 3-10+ hours per week, as we approach the departure of the Contingent.

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What does the role involve?

Lead the Contingent Management Team (CMT) and Contingent

- Lead with respect, compassion, honesty and integrity.
- Be prepared to be flexible, adaptable and make the tough calls.
- Set a vision for the Contingent and empower the CMT to attain that vision.
- Be engaged and involved in Contingent processes.
- Develop and maintain a thorough understanding of each area in your team and maintain a flat, open team structure.
- Work with your team in resolving issues and escalate to the International Commissioner of Australia as required.
- Ensure clear, two-way communication with all members of your team.
- Engage the CMT to complete regular reports to the International Commissioner of Australia.
- Support the CMT to deliver the best experience to the Contingent.

Manage Contingent Processes

- Recruit and appoint CMT members to help support the Contingent experience.
- Develop a budget in collaboration with the International Commissioner of Australia, and the Contingent Advisor and manage any revisions once budget is approved.
- Monitor all Contingent income and expenditure to ensure budget compliance.
- Work with member of the International Team and National Support Team to organise the Contingent in accordance with policies and processes.
- Develop and maintain a Risk and Issues Register, coordinate all risk mitigation strategies and develop contingency plans.
- Ensure clear, regular communication with Contingent members in preparation for the event throughout the event and post the event.

- Investigate the feasibility of a Pre and/or Post Tour.
- Work with the Contingent Management Team to complete a report at the conclusion of the event for the International Commissioner of Australia, to be tabled at the National Operations Committee.

Inspire Good Things

- Model positive habits and behaviours for all Contingent members.
- Support the Contingent to experience the world with an open mind and a safety-first mentality.
- Build resilience in all Contingent members but particularly our youth members.
- Help Contingent members prepare for an overcome the challenge of travel, the realities of life outside Australia and being away from home.

KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Essential

- A desire to provide effective leadership to the Australian Contingent especially in the areas of people management, risk management and financial management.
- Experience as a participant, leader or on a CMT at an Aotearoa/New Zealand Event, Major Australia Event (e.g. Australian Jamboree), or other international scouting event.
- Ability to build an empowered, committed, resilient and compassionate CMT.
- A growth mindset with a proven ability to be flexible, problem solve and adapt.
- Must be capable of working to tight and evolving deadlines.
- A sound understanding of Safe from Harm in accordance with the Scouts Australia National Child Safe Policy, including principles, standards, and procedures.

Desirable

- Ability to work with event management systems.
- Ability to think logically and laterally.
- Experience in project management is highly regarded.
- Qualifications in mental health first aid is highly regarded.

Personal Attributes

- Comfortable in being challenged and responding to challenges.
- Aspire to make the Australian Contingent youth-led.
- Love problem-solving and be passionate about continual improvement and stretching yourself.
- Ability to remain calm, follow procedures and foster transparent communication during emergencies or when plans go astray

Interpersonal Skills

- Excellent and proven leadership skills.
- Ability to build relationships and trust within CMT and the Contingent, through being accessible and down to earth.
- High emotional intelligence is highly regarded.

This is a volunteer role open only to Adult Members who are registered and active members of Scouts Australia. This role is also required to undergo a probationary period of 6 months to assess suitability to the position.