SCOUTS AUSTRALIA - ROLE DESCRIPTION

Deputy Contingent Leader

Role Title	Deputy Contingent Leader
Business Unit	Contingent Management Team
Reports to	Contingent Leader
Role Level	Uniform Role, Volunteer
Appointment	The appointment is for a fixed term until June 2027 (NZM), December 2028 (KISC, EIJ, FINJAM, Roverway), December 2029 (WSM), or up to the delivery of the event final report (whichever is earlier).

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 60 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, Venturers and/or Rovers to a number of overseas events in 2028 and 2029.

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 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 may oversee some 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 grown into this role leading up to the event.

KEY STAKEHOLDERS

- Contingent members (participants and leaders)
- Organising Committee
- Parents and carers of youth members (if applicable)
- International Team Members
- Contingent Management Team
- National Support Team

WHAT YOU'LL GET FROM THIS ROLE

- The opportunity to travel overseas in a Scouting context to support an Australian Contingent.
- Opportunity to develop your skills in project management as we plan this Contingent leading up to the event, where you will take charge of multiple teams on the CMT and mentor fellow CMT members.
- You will develop your skills in risk, crisis and people management, helping to manage potential incidents and conflict before and at the event.
- You will develop your skills in stakeholder management and different styles of communication, helping to manage communications with participants, their parents and guardians (if applicable), external providers and CMT members.
- You will lead the growth of International Scouting in Australia and represent Scouts Australia on an International stage.
- You have the opportunity to develop in other areas of Contingent Management to gain the skills and experience to be part of other future Contingent Management Teams.
- You have the opportunity to gain SAIT qualifiations through recognition of prior learning from Contingent planning experience.
- You will meet new people from all around the world and have a fun, unique experience.

ROLE RESPONSIBILITIES

Grow the Australian Contingent

- Utilise your Scouting knowledge to help market the Contingent to 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 Leader as required.
- Actively engage in all meetings of the Contingent Management Team.
- Collaborate with other Contingent Management Team members on Contingent matters.
- Clearly communicate with all members of the Event 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

- Must have a sound understanding of Safe from Harm /Safeguarding in accordance with Scouts Australia Child Safety Policy including principles, standards and procedures.
- 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.

Desirable

- Sound knowledge and understanding of the Scouts Australia program.
- 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 Australian Contingent as youth led as your local 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 participants and supporting adults.



You will be required to commit a significant amount of time for this role. Anticipate approximately <5 hours per week at the beginning of the planning process, ramping up to 10+ hours as the event draws closer. 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 members, Youth Program Leaders and Program Support Leaders 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.