



## SCOUTS AUSTRALIA (VICTORIAN BRANCH)

### ROLE DESCRIPTION JAMBOREE CONTINGENT LEADER

Title:	Jamboree Contingent Leader
Reports to:	State Commissioner - Scouts (as explained below)
Direct Reports:	Deputy Contingent Leader/s, Contingent Directors and Contingent Team
Measurement:	Participation, Quality and Growth with a target of 50% of eligible Scouts from Victoria attending

This is a voluntary position.

The Jamboree Contingent Leader is appointed to the position by the Chief Commissioner Scouts Victoria on the recommendation of the Assistant Chief Commissioner Scouts Victoria HR and State Commissioner - Scouts. The Contingent Leader ultimately reports to the Chief Commissioner Scouts Victoria who delegates the authority to act on the Chief Commissioner Scouts Victoria's behalf to an Assistant Chief Commissioner Scouts Victoria via the State Commissioner - Scouts.

The Jamboree Contingent Leader will share in the Chief Commissioner's leadership. The Jamboree Contingent Leader will focus and lead the appointed Contingent Team to deliver the activity in accordance with all State policies and procedures. This Team is empowered to support the program of Scouting through running a high quality, engaging event that grows or at least maintains momentum.

#### **Contingent Team**

The Jamboree Contingent Team will be appointed by the State Commissioner - Scouts in conjunction with the Contingent Leader. The State Commissioner – Scouts will meet, prior to appointment with the Chief Commissioner Scouts Victoria and Deputy Chief Commissioner Scouts Victoria as well as the Assistant Chief Commissioner Scouts Victoria charged with the oversight of the event, to table the proposed team.

The Jamboree Contingent Leader will lead the Contingent Team; a team of volunteers focused on delivering a high quality, engaging event for our Jamboree Youth.

The Jamboree Contingent Leader and Contingent Team are responsible for ensuring:

- that the Contingent planning and execution is successful, resulting in sustained Jamboree participation in line with the growth of the section
- that the Contingent is self sustaining and not a financial burden on Scouts Victoria Branch
- that the Event is well marketed, attractive to Scouts and is well attended
- that the Event compliments rather than competes with the other major Scout events





- that a safe activity where the Duty of Care for the safety and wellbeing of children and adults is discharged to the highest standard that meets the requirements of legislative authorities in Victoria and the event location

The State Commissioner - Scouts will ensure that the State Scout Council:

- is briefed by the Contingent Leader
- has input through the State Commissioner - Scouts as to the delivery and implementation of a Victorian Contingent attending a Jamboree

## PRIMARY RESPONSIBILITIES

### 1. The Contingent Team

- Ensure that they and their Team Members work through to February 2019
- Develop a clear plan for delivering a successful event
- Monitor, track and respond to issues that arise with the event
- Provide proactive early intervention
- Understand and know what is happening with the event
- Include at least two youth members on the Team

### 2. Quality program delivery

- Work with the Jamboree Organising Committee (as much as possible) to ensure that Scouts are provided a quality program to engage them and meet their developmental needs which entices full participation

### 3. Award Scheme

- Communicate the elements of the award scheme into the event

### 4. Development

- Provide Adults and Scouts with the opportunity to learn and develop their leadership skills in a practical environment

### 5. Facilitate

- Provide a committee and team structure that is proactive and will enable all Adults and Scouts to deliver the program. Support will be open, honest and timely
- Hold regular meetings of the Contingent Team
- Provide minutes of meetings

### 6. Membership

- Be an active member and regular attendee of the State Scout Council
- Participate in State-wide Jamboree projects/initiatives as required
- Provide expertise for the State Retention Strategy of making program delivery easier

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## 7. Coaching/Mentoring

- Mentor members of the Contingent Team and facilitate their training for the role
- Establish a clear succession plan for subsequent Jamborees

## 8. Communication

- Maintain a strong personal profile by actively engaging with Scout Leaders and Scouts on a regular basis
- Actively promote the Event at other events

9. **Recruit** more Scouts through this Jamboree and selling it to the friends of existing Scouts

10. **Other duties** as required by the Chief Commissioner

## ATTITUDE, SKILLS AND KNOWLEDGE REQUIRED FOR THE JOB

### Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the event
2. Hold a strong belief that Major Events are a key development tool for the Scout section
3. Have a commitment towards the importance of activities and the 'out' in Scouting
4. Be inclusive in leadership style encouraging their teams to excel
5. Be respectful of all their team accepting individual differences as a resource

### Skills

1. Be able to lead, communicate with and motivate other adults and work harmoniously to deliver the event
2. Demonstrate planning and delegation skills
3. Demonstrate risk management, work health safety (WHS), and ScoutSafe skills
4. Demonstrate budgeting and financial management skills

### Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Understand and demonstrate the knowledge required to run large events
3. Experience on a Jamboree Contingent Team preferred
4. Hold a Wood Badge
5. Have completed advanced training in the Scout Section and be prepared to complete the required Leader of Adult and Personal Leader Adviser training within twelve months of appointment

