

## ROLE DESCRIPTION

### Assistant State Commissioner – Scouts – Jamboree Contingent Leader

<b>Title</b>	Assistant State Commissioner – Scouts – Jamboree Contingent Leader
<b>Reports to</b>	State Commissioner – Scouts
<b>Key Relationships</b>	Australian Jamboree Chief Director and Team
<b>Direct Reports</b>	Deputy Contingent Leader/s, Contingent Directors
<b>Measurement</b>	Member Participation, Quality and Growth, with a target of 50% of eligible Scouts from Victoria attending.

#### **This is a voluntary position.**

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The Assistant State Commissioner – Scouts – Jamboree Contingent Leader will share in the Chief Commissioner's leadership focus and will lead the Victorian Contingent Management Team. This team is empowered to support the program of Scouting through delivery of a contingent to the Australian Jamboree.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

#### **Victorian Contingent Team**

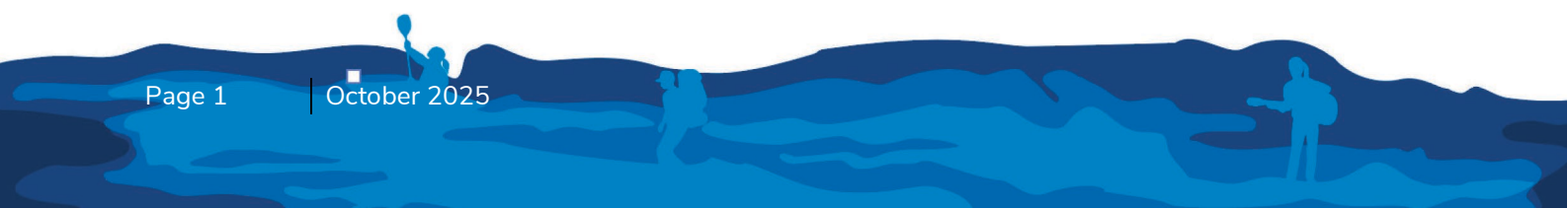
The contingent team is a team of volunteers focussed on ensuring safe participation in a high quality, engaging event for Scout-aged Youth members, providing them life-long memories. The contingent team will be responsible to work together with the Australian Jamboree Executive Team to execute the operational activities of logistics (both people and equipment), participation, merchandise, parent and family engagement, and coordination of Jamboree Unit leadership.

The Jamboree Contingent Team will be appointed by the State Commissioner – Scouts on recommendation of the Contingent Leader.

#### **Key relationships with the Australian Jamboree Organising Team**

The Australian Jamboree has a key focus on developing best practices and interoperability across all branches at National Events, with a vision of a consistent member experience in the lead-up to, and at, the event, ensuring that all Australian Scouts have a fantastic and enjoyable experience.

The Australian Jamboree team hosts monthly meetings with Contingent Leaders to foster strong engagement and involvement across all branches.



## ROLE DESCRIPTION

### Assistant State Commissioner – Scouts – Jamboree Contingent Leader

## PRIMARY RESPONSIBILITIES

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

- High participation of Scouts from across Victoria at the Australian Jamboree, supporting retention of members
- Strong planning and execution of contingent operations including promotion, planning, and delivery – including transporting all contingent members to and from the Jamboree safely and effectively.
- Capable financial management ensuring a sustainable financial model reducing risk of losses for the Victorian Contingent.
- Ensuring effective communication and consultation with the Victorian Scout Council
- Act on behalf of Scouts Victorian during the Australian Jamboree to meet our policies and procedures.

#### 1. Victorian Contingent Team

- a. Ensure that the Victorian Contingent Director Team and their team members work through to the completion of the Australian Jamboree (expected to be the February after the event)
- b. Develop a clear plan for delivering a successful contingent.
- c. Monitor, track, and respond to issues that arise related to the contingent
- d. Provide proactive early intervention
- e. Understand and know what is happening with the contingent and wider event
- f. Ensure the contingent team provides opportunities for Authentic Youth Involvement in the planning and execution of the Victorian Contingent.

#### 2. Quality Program Delivery

- a. Work with the Australian Jamboree Organising Team where necessary to ensure Scouts are provided a quality program to engage them and meet their developmental needs, enticing full participation

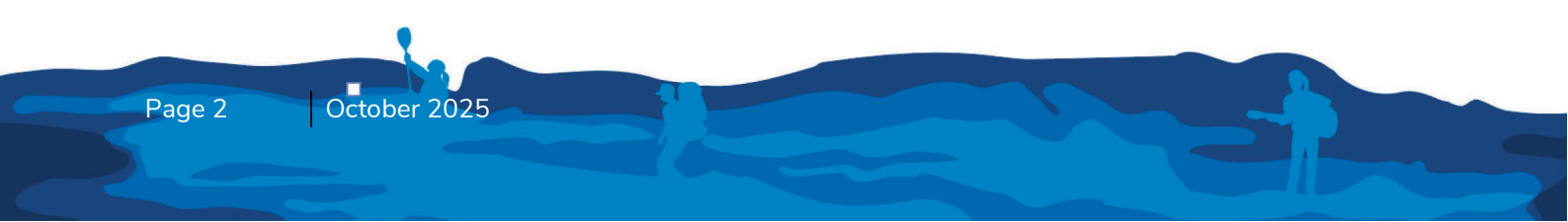
#### 3. Supporting Units

Work with the State Scout Council to ensure:

- a. Understand the needs of Scouting at the Scout Unit level in relation to participation in the Australian Jamboree
- b. Monitor and track participation, program delivery, engagement, and retention at the District and Scout Unit level
- c. Provide proactive early intervention and support

#### 4. Supporting Youth Program Leaders

- a. Develop the skills and capacity of Jamboree Unit Leaders to deliver a successful Jamboree Unit.
- b. Work across sections to develop shared approaches to participation at the Australian Jamboree, supporting increased retention at linking ages, ensuring that all youth members have the opportunity to fully engage in the Australian Jamboree.



ROLE DESCRIPTION

Assistant State Commissioner – Scouts – Jamboree Contingent Leader

**5. Leading a leadership team**

- a. Build a management team structure that is proactive and will enable Adults and Scouts to deliver the program openly, honestly, and in a timely fashion.
- b. Hold regular and purposeful meetings of the Contingent Management Team, with authentic youth representation
- c. Mentor members of the Contingent Team as required
- d. Drive any change in culture, practices, and attitudes needed to support Scouts Victoria and Scouts Australia's strategic priorities for Major Events and meeting the needs of young people.
- e. In conjunction with the State Commissioner – Scouts, establish a clear succession plan for subsequent Jamboree Contingents.

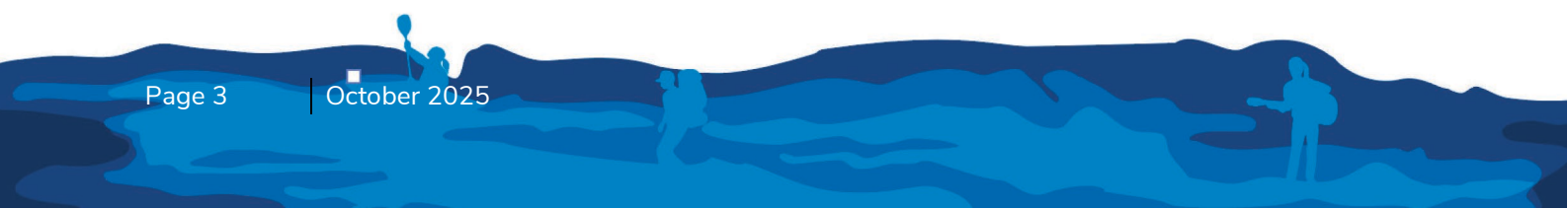
**6. Connections across Scouting**

- a. Maintain a strong personal profile by actively engaging with Scout Leaders and Scouts on a regular basis
- b. Actively promote the event at other events.
- c. Actively engage with the Scouts Victoria Child Safe Scouting team for any incidents relating to the safety of young people in our care at the Australian Jamboree.
- d. Work collaboratively with the Major Events portfolio to ensure that the Victorian Contingent is age-relevant, well supported by adults, and informed by authentic youth voice.
- e. Be a member and regular attendee of the State Scout Council, contributing to shared projects where required.
- f. Liaise with other members of the State Program and Major Events teams, sharing information and strategies to support delivery of a quality program.
- g. Other duties as required by the State Commissioner – Scouts or Chief Commissioner of Scouts Victoria

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

**Attitude**

- Be enthusiastic with a strong commitment to Scouting Principles, the importance of the Scout method, and currency in the program in delivering the event contingent.
- Hold a strong belief that Major Events are a key development tool for the Scout section and wider Scouting movement.
- Have a commitment towards the importance of activities and the 'out' in Scouting.
- Value diversity in its many forms and use it to build the strength of teams
- Walk the talk on delivering customer service excellence, understanding that local Scouting is what we're here to support
- Believe in the power of youth leadership in delivering and supporting their program
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting



**ROLE DESCRIPTION**

**Assistant State Commissioner – Scouts – Jamboree Contingent Leader**

**Skills**

- Personal knowledge of, and active experience working with, the Scout age-group
- Have a track record of building effective and inclusive teams in Scouting or externally
- Be able to include young people meaningfully in making decisions that affect them
- Have planning, mentoring, and delegation skills
- Be able to coach and mentor team members in a way that is empowering while also meeting performance standards, including having courageous conversations
- Demonstrate risk management, work health and safety (WHS), Scoutsafe, and ChildSafe skills
- Demonstrate budgeting and financial management skills
- Maintain confidentiality

**Knowledge**

- 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
- Understand and demonstrate the role and responsibilities of an Assistant State Commissioner – Scouts – Jamboree Contingent Leader, and have a commitment to that role
- Have experience operating as part of a Jamboree Contingent Team (preferred)
- Have completed Program Support Leader training to Certificate of Advanced Adult Leadership, or be willing to complete this within twelve months

