



Position Description

Job Title: NSW Contingent Leader Oz Venture 2021

Reporting to: NSW State Commissioner – Venturer Scouts

Preamble

This is a voluntary position.

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

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

Purpose of the Position

The NSW Oz Venture 2021 Contingent Leader (Contingent Leader) is appointed to the position by the Chief Commissioner, Scouts Australia (NSW) on the recommendation of the Deputy Chief Commissioner Youth Program and the State Commissioner (Venturer Scouts).

The Contingent Leader reports to the State Commissioner (Venturer Scouts) and will focus and lead the appointed Contingent Management 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 Management Team

The NSW OZ Venture 2021 Contingent Management Team (Contingent Management Team) will be appointed by the State Commissioner (Venturer Scouts) in conjunction with the Contingent Leader. The State Commissioner (Venturer Scouts) will meet, prior to appointment with the Deputy Chief Commissioner Youth Program, to table the proposed team.

The Contingent Leader will lead the Contingent Management Team; a team of volunteers focused on delivering a high quality, engaging event for the NSW OZ Venture 2021 youth.

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

- The Contingent planning and execution are successful, resulting in sustained OZ Venture



- 2021 participation in line with the growth of the Section; 300 youth members
- the Contingent is self-sustaining and not a financial burden on Scouts Australia, NSW Branch, and complies with the NSW Branch Major Events Financial Guidelines.
- the Event is well marketed, attractive to Scouts, Venturers, Rovers and Adult Leaders and Supporters and is well attended. This includes coverage before, during and after the event.
- the Event compliments rather than competes with other major Scout events;
- a safe activity where the Duty of Care for the safety and wellbeing of youth and adults is discharged to the highest standard that meets the requirements of legislative authorities in NSW and the event location

Primary Responsibilities and duties

1. The Contingent Management Team

- Ensure they and their Team Members work through to the end of March 2022;
- Develop a clear plan for delivering a successful attendance at the event;
- Monitor, track and respond to issues that arise with the Contingent;
- Provide proactive, early intervention;
- Understand and know what is happening with the event;
- Include at least two youth members on the Team (under 26).

2. Quality program delivery

- Work with the OZ Venture 2021 Organising Committee (as much as possible) to ensure Scouts are provided a quality program to engage and meet their developmental needs which entices full participation.

3. Award Scheme

- Communicate the elements of the award scheme / personal progression framework available in the Event to Venturers, Rovers and Adult Leaders and Supporters.

4. Development

- Provide Adults, Venturers, Rovers 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 everyone 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 Venturer Council
- Participate in State-wide Contingent OZ Venture 2021 projects/initiatives as required

7. Coaching/Mentoring

- Mentor members of the Contingent Management Team and facilitate their training for the role



- Establish a clear succession plan for subsequent OZ Ventures Contingent Management Teams

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 scouting events such as state rally
- Actively engage with the Scouts NSW Child Protection Team for any incidents relating to the safety of youth in our care in the.

9. Recruitment

- Recruit more Venturers through this OZ Venture 2021 and sell it to the friends of existing Scouts

10. Other duties

- as required by the Chief Commissioner
- as required by the Deputy Chief Commissioner (Youth Program)
- as required by the State Commissioner (Venturers)

Attitude Skills & Knowledge

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the event
- Hold a strong belief that Major Events are a key development tool for the Venturers section
- Have a commitment towards the importance of activities and the 'out' in Scouting
- Be inclusive in leadership style encouraging their teams to excel
- Be respectful of all their team accepting individual differences as a resource
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

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

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 knowledge required to run large events
- Experience on a Venture Contingent Team preferred



Accountability

This position is important to Scouts NSW and it is essential that the NSW OZ Venture 2021 Contingent Leader creates the change we want to see. Therefore, a strong achievement orientation is required. The NSW OZ Venture 2021 Contingent Leader will be assessed on the results they achieve. Assessment will include formal annual performance reviews.

Required Work Experience & Skills

Working with a geographically diverse team	Essential
Working remotely	Essential
Experience with Microsoft Office365	Desirable
Experience with Administration of events	Essential
Experience in Team leadership	Essential

Core Competencies Required

Highly developed interpersonal, oral and written communication skills, providing the ability to liaise effectively with internal and external stakeholders and team members	Essential
Clear understanding of Scouts Australia and Scouts NSW policy with a focus on Child Safety	Essential
Lateral thinking and ability to balance multiple requirements to meet internal and external objectives	Essential
Excellent time management and a well-developed ability to plan and prioritise tasks.	Essential