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| **DUTY STATEMENT** | | | |
| **TITLE OF POSITION** | Contingent Leader Queensland (Australian Jamboree) | | |
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| **REPORTS TO** | Branch Commissioner Major Events | | |
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| **DIRECT REPORTS** | Queensland Contingent Directors  Queensland Contingent Management Team  Queensland Jamboree Participants | | |
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| **LIAISES WITH** | Branch Commissioner Scouts where the appointee is not the Branch Commissioner Scouts  Australian Jamboree Executive Committee  Australian Jamboree Organising Committee | | |
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| **DELEGATIONS** | As per the delegations manual | | |
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| **MEASUREMENTS** | Number of Attendees  Budget vs actual | | |
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| **PURPOSE** | The purpose of the Contingent Leader (Australian Jamboree) is to establish, manage, and coordinate the Queensland Contingent before, during, and after the nominated Australian Jamboree, ensuring the safety, wellbeing, and enjoyment of all participants. This includes fostering a supportive and engaging environment where Scouts can fully immerse themselves in the Jamboree experience, build friendships, and create lifelong memories. | | |
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| **PRIMARY RESPONSIBILITIES** | | * Lead the Queensland Contingent Management Team by providing inspirational leadership, guidance and mentorship to all members and their teams. * Lead the Queensland Contingent Management Team in the delivery of a successful contingent focussed on members of the Queensland Contingent having an enjoyable and memorable Jamboree experience. * Recruit and build a high-performing team, including a suitable Deputy Contingent Leader. Make recommendations to Assistant Chief Commissioner Major Events on Director-level appointments. * Support team to cover the following directorate areas (names and structure can be adjusted in consultation):   + Promotions and Media   + Applications and Administration   + Finance   + Health and Wellbeing   + Camping   + Equipment   + Transport * Involve two youth members under the age of 18 years of age that have had previous Jamboree experience to provide input into relevant areas. * Hold Regular CMT Meetings and report as required through the Branch Chief Commissioner Major Events. * Ensure that the preparation of the Contingent progresses in line with the timelines as agreed. * Develop a budget in collaboration with the CMT and the BC Major Events. Monitor Contingent income and expenditure against budget in line with the Finance Management Practice Manual for Queensland Contingents * Ensure key risks are identified and managed. * Ensure attendees are kept informed as planning progresses so that they can prepare for the Jamboree. * During the event provide strong, visible leadership to the Contingent, working closely with the JEC to ensure the Queensland Contingent attendees have a safe & enjoyable experience. * Work with the CMT to compile a post-AJ report, complete with relevant data and recommendations for future events – submitted to the Chief Commissioner via the Assistant Chief Commissioner (Major Events) by 31 March following the event. |
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| **CRITERIA** | | * Have a sound knowledge and strong commitment to the purpose, objectives, and philosophy of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations. * Be enthusiastic and able to motivate, build and lead teams among both youth and adults, particularly in the volunteer context. * Be inclusive in leadership style. * Be flexible and open to new ideas, whilst building on the strong foundation of past successful Jamborees. * Be respectful of all members of their team (and of those in the wider community)recognising individual differences as a resource. * Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community. * Be able to mediate, carry out reviews, write reports, and make recommendations. * Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner. |
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| **ROLE SPECIFIC CRITERIA** | | * This role is for a period of approximately 3 years and will end on 31 March immediately after the nominated Jamboree. * Extensive experience as a Section Leader or Commissioner. * Must hold a Wood Badge. * Completion of an Event management course and experience from attending a number of Jamborees as a Jamboree Scout Leader is highly desirable. * Relevant management qualifications or experience. * Project Management experience desirable. |
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