



Job Description: Head of Contingent – Southern Zone Moot 2018 Zimbabwe

Role Purpose

To lead and manage the strategic direction and leadership of the South African Contingent to the Southern Zone Rover Moot in Zimbabwe.

Functions

1. Leadership and Support:
 - a. To lead the South African Contingent by establishing, implementing and monitoring appropriate policies and procedures.
 - b. To lead and chair the Contingent Management Team.
 - c. To work in partnership with the National Marketing Manager and the Chair: International Committee.
 - d. To liaise closely with members of the Contingent Management Team, Headquarters' staff and suppliers to ensure the delivery of a high quality experience for participants.
 - e. To represent the South African Contingent to the organisers of the Southern Zone Moot, external organisations and agencies.
 - f. To select the participants and International Service Team (IST) for the Moot Contingent.
 - g. To provide pro-active support to participants and IST members.
 - h. To encourage the raising of funds by the young people in the Contingent.
 - i. Any other tasks required for the effective leadership of the South African Contingent.
2. Communication:
 - a. To actively promote the Southern Zone Moot as an International opportunity for Rovers.
 - b. To communicate effectively and appropriately with participants and the wider Movement of SCOUTS South Africa.
 - c. To communicate with all members of the Contingent from when they join, in preparation for the event right through until post the event and wrap-up.
3. Administration:
 - a. Develop a timeline for the Contingent to the event, including recommending to the Chief Commissioner the appointment of a contingent team if required, prepare a budget, application process, finance time line for payments, as well as the event itself, Pre- or Post-Tour and budget finalisation and final report.
 - b. To set, maintain and review the Contingent budget(s) with the National Finance Manager and the CEO.
 - c. Organisation of either a Pre- or Post-Tour for the South African Contingent.
 - d. Draft an application form for members to apply for the event detailing all relevant

information for the event, including any extra requirements or questionnaires.

4. Feedback:

- a. To produce interim reports in the build up to the event, as well as a feedback and conclusion report to the CEO and Chief Commissioner following the Moot for use by future Contingent Leaders.

Accountability & Reporting Structure

Applicable Policies to the	SSA Organisational Rules
Role:	All SSA Policies
Report to:	Chair: National Rover Programme
Peers:	Chair: SA Rover Moot, Chairs of other SA contingent management teams
Manages:	Contingent Members

Delegated Power

1. To act as the SSA representative for the duration of the Moot.

Period of Warrant

August 2018 – February 2019

Appointment Procedure

SSA Advertising and Interview procedures to be followed.

Chief Commissioner to appoint on recommendation from Chair: National Rover Programme.

Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for: