



# **Role Description: Head of Contingent – 1<sup>st</sup> Africa Moot Kenya 2023**

## **Role Purpose**

To lead and manage the South African Contingent to the 1<sup>st</sup> Africa Rover Moot in Kenya from the 15 - 25 April 2023.

To form, appoint and lead a suitably qualified Contingent Management Team (CMT), who will take responsibility for all the planning and coordination required to participate in this event.

## **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 1<sup>st</sup> Africa Rover 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 1<sup>st</sup> Africa Scout 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 Chair: National Finance 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 Heads of Contingents.

### **Accountability & Reporting Structure**

|                                  |                                 |
|----------------------------------|---------------------------------|
| Applicable Policies to the Role: | SSA Organisational Rules        |
| Report to:                       | All SSA Policies                |
| Peers:                           | Chair: National Rover Programme |
| Manages:                         | Moot IST                        |
|                                  | Contingent Members              |

### **Delegated Power**

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

### **Period of Warrant**

1<sup>st</sup> April 2022 – 31<sup>st</sup> July 2023

### **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: