



Role Description

International Committee: Inbound Visitor Liaison

Role Purpose

To support SCOUTS South Africa in dealing with the review and approval of any international scouting visitors, organising and coordinating experiences across SA for international scouting visitors, and monitoring visitor experience.

Functions

1. Processing and responding to requests from international scouting visitors who wish to visit SA.
2. Communication with other NSOs in respect of international visitors intending to travel to SA.
3. Designing itineraries for international visitors that showcase the best SSA has to offer while providing those visitors opportunities in which to take part in line with their travel purposes.
4. Marketing and education around international events and opportunities within SA to other NSOs.
5. Reviewing applications from, and liaising with relevant Regional Commissioners on, international visitors from other NSOs to South Africa.
6. Coordinating and tracking of visitors while in SA.
7. Managing reports from international scouting visitors about their trip to SA, and monitoring visitor experience.
8. Any other liaison-related task that may be reasonably delegated by the Chair: International Committee.

Accountability & Reporting Structure

Report to	Chair: International Committee
Peers	International Committee members
Manages	N/A
Supports	Chief Commissioner CEO

Delegated Power

1. Liaising directly with approved inbound visitors.
2. Liaising directly with South African hosts and relevant authorities.

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Period of Appointment

3 year appointment which can be renewed for a further 2 years.

Appointment Procedure

1. The National office will call for applications for the role from members of SSA.
2. Applications will be reviewed by the Chair: International Committee for suitability for the role.
3. The suitable applicants will be interviewed by the Chair International Committee and minimum one other.
4. The successful applicant will be appointed into the role.

Other Agreed Tasks

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



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