



Role Description:

Head of Contingent: International Rover Moot

Role Purpose

To lead and manage the South African Rover Contingent attending International Rover Moots. 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. To attend the Rover Moot (at own cost) and to take responsibility for the safety and effective operation of the Contingent
2. Leadership and Support:
 - a. To lead the South African Contingent by establishing, implementing, and monitoring appropriate policies and procedures.
 - b. To appoint and lead the CMT in planning and delivering the Moot experience.
 - c. To work in partnership with the National Marketing Manager and the Chair: International Committee.
 - d. To liaise closely with members of the CMT, National Scout Office 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 International 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 International Rover Moot as an International opportunity for Rovers.
 - b. To communicate effectively and appropriately with participants and the wider membership 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 CMT where required, prepare a budget, application process, finance timeline 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 (if required).
- 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 provide regular updates to the Chair: National Rover Programme and the Chief Commissioner on the planning and preparation for the Moot.
- b. Provide a written report and detailed financial reconciliation to the Chief Commissioner and CEO on conclusion of the Moot, which can also be used by future Heads of Contingents.

5. Perform any other duties as may be reasonably requested by the Chair: National Rover Programme or the Chief Commissioner.

Accountability & Reporting Structure

Applicable Policies to the	SSA Organisational Rules
Role:	All SSA Policies
Report to:	Chair: National Rover Programme
Peers:	
Manages:	CMT and Contingent Members

Delegated Power

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

Period of Warrant

Dependent on the international Rover Moot dates

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: