



# Job Description:

## Contingent Leader: 2021 Scout Moot

### Role Purpose

To lead and manage the Contingent Management Team in setting the strategic direction and leading the coordination, planning, participation and attendance of the South African Contingent to the 16<sup>th</sup> World Scout Moot in Ireland in 2021.

### 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 16<sup>th</sup> World Scout 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 16<sup>th</sup> World 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 participation of Contingent in the event.
  - b. Recommending to the Chief Commissioner the appointment of a Deputy Contingent Leader and appointment of a Contingent Management Team,
  - c. Prepare a budget with, time line for applications and payments, payments to be made, as well as the for attendance at the event itself, Pre- or Post-Tour, budget finalisation and final report.
  - d. To set, maintain and review the Contingent budget(s) with the National Finance Manager

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- and the CEO.
- e. Organisation of either a Pre- or Post-Tour for the South African Contingent.
  - f. 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, Chief Commissioner and Chair: National Rover Programme 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:	Chief Commissioner
Peers:	SSA Manco Members
Manages:	Contingent Members

### **Delegated Power**

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

### **Period of Warrant**

January 2019 – December 2021

### **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: