



Job Description: Contingent Management Team: 2021 Scout Moot

Role Purpose

To assist the Contingent Leader and the members of the South African Moot Contingent to the 16th World Scout Moot in Ireland, including supporting the Contingent during the event.

Functions

1. Support:
 - a. To attend the World Scout Moot in Ireland and be responsible for the safety and operation of the Contingent.
 - b. To be involved in the process of selecting participants and International Service Team (IST) for the Moot Contingent.
 - c. To liaise closely with Contingent Leader, other members of the Contingent Management Team, National Headquarters' staff and suppliers to ensure the delivery of a high quality experience for participants.
 - d. To support the Contingent Leader in representing the South African Contingent to the organisers of the 16th World Scout Moot, external organisations and agencies.
 - e. To provide pro-active support to participants and IST members.
 - f. To assist with the organisation of a Pre- or Post-Tour for the South African Contingent.
 - g. To encourage the raising of funds by the young people in the Contingent.
 - h. Any other duties as may be reasonably requested by the Contingent Leader: 2021 Scout Moot Contingent.
2. Communication:
 - a. To actively promote the 16th 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. Provide support in the research and development of Pre- or Post-Tour packages.
 - b. Assist with the procurement of quotes to ensure the event runs to budget.
4. Feedback:
 - a. Report back to the Contingent Leader: 2021 Scout Moot on the build up to the event and any outstanding items to ensure the planning is on track.

Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Organisational Rules
Report to:	All SSA Policies
Peers:	Contingent Leader 2021 Scout Moot
Manages:	Contingent Management Team
Supports:	Contingent Members
	South African Contingent to the 16 th World Scout Moot in Ireland

Delegated Power

1. To act as an alternate to the Contingent Leader, 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 Contingent Leader: 2021 Scout Moot

Other Agreed Tasks

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