



# **JOB DESCRIPTION**

## **WSJ 2023: CMT: Administration**

### **Role Purpose**

To draw up and manage a participant database and take care of the related administration for the SSA Contingent attending the 25th World Scout Jamboree in South Korea in 2023.

To act as be the Communications Officer whilst at the Jamboree, updating social media platforms and being the SSA Contingent press officer.

### **Functions:**

1. Attend meetings of the Contingent Management Team (CMT) and provide regular portfolio updates as required.
2. Create and track a MS Project spreadsheet for the CMT. Ensure that delegated action items are recorded, and minutes are circulated to members timeously.
3. Capture Contingent members details into a database, ensuring that all details are properly completed and verified.
4. Confirm all Contingent members passport details and ensure that they are valid until May 2024.
5. Confirm correct Unabridged Birth Certificate are submitted for all Youth participants.
6. Confirm that all Visa applications are correct.
7. Compile an information booklet for all participants to help prepare them for the Jamboree.
8. Perform any other duties as may be reasonably requested by the Contingent Leader.

### **Accountability & Reporting Structure**

Applicable Policies: Organisational Rules  
All other SSA Policies

Report to: Contingent Leader

Peers: CMT Members

**Period of Appointment:** April 2021 – December 2023

**Appointment Procedure:** Contingent Leader and Chief Commissioner to appoint on application

be prepared...

