



JOB DESCRIPTION:

WSJ 2023 :CMT:

Deputy Contingent Leader

Role Purpose

To assist and support the appointed Contingent Leader in leading and managing the SSA Contingent attending the 25th World Scout Jamboree in South Korea in 2023.

To be able to step into the role of Contingent Leader at short notice, in the unlikely event that this is required, and assume responsibility for both the Contingent Management Team (CMT) and the adult and youth participants travelling in the Contingent.

Functions

1. To attend the World Scout Jamboree in South Korea (at own cost) and to support the Contingent Leader in ensuring the safety and effective operation of the Contingent.
2. Attend meetings of the Contingent Management Team (CMT) and provide regular portfolio updates as required.
3. Assist in the process of selecting and appointing suitable adult leaders as 'International Service Team' (IST), 'Contingent Support Team' (CST), and to the roles of Troop Scouter and Assistant Troop Scouters who will be responsible for the welfare of the youth participants.
4. Assist with the process of interviewing applicants and selecting youth participants for the Jamboree Contingent.
5. Take responsibility for handling all communication with the relevant stakeholders (e.g. Troop Scouters, youth members and their parents etc).
6. Prepare and deliver newsletters to the Contingent members and their parents, prior to departure.
7. Liaise with the SSA PR Manager to develop a communication and PR plan to support the event, which will include;
 - a. Ensuring that the correct branding is used for all Contingent communications.
 - b. Developing a page on the SSA website and keeping it updated.
 - c. Taking responsibility for or ensuring that a Contingent Communications Officer is appointed whilst on tour and at the Jamboree.
 - d. Ensuring that participant Jamboree stories are sent home via the PR Manager, to be shared on SSA social media platforms.
8. Plan, co-ordinate and secure the equipment and display materials required to set up the SA Contingent Tent in the Global Village at the Jamboree.
9. 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 National PR Manager
Manages:	Adult Scouters in the Contingent

Period of Appointment: April 2021 – December 2023

Appointment Procedure: Chief Commissioner to appoint on application

be prepared...

