



# Job Description: WSJ 2023 Contingent Leader

## Role Purpose

To lead and manage the Jamboree Contingent attending the 25<sup>th</sup> World Scout Jamboree in South Korea in 2023.

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 World Scout Jamboree in South Korea (at own cost) and to take responsibility for the safety and effective operation of the Contingent.
2. Appoint and lead the CMT, ensuring that the following outputs are delivered;
  - a. A detailed project plan with timings for the key milestones, which will be approved by the SSA Manco.
  - b. A detailed balanced budget for the event, as described in the Finance, Fundraising and Administration Policy.
  - c. A final itinerary of all travel, touring and Jamboree arrangements.
  - d. All contracts with service providers are approved with the involvement of the CEO.
3. Recruit and appoint suitable adult leaders to the roles the 'International Service Team' (IST), the 'Contingent Support Team' (CST), and for the roles of Troop Scouter and Assistant Troop Scouters who will be responsible for the welfare of the youth participants.
4. Implement a process to interview applicants and select youth participants for the Jamboree Contingent.
5. Oversee and ensure that all relevant information about the Jamboree is communicated to all stakeholders, including Troop Scouters, youth members and their parents.
6. Ensure that the CMT Logistics team works closely with the SSA National office in the procurement of Contingent items such as t-shirts, badges etc
7. Ensure a programme of activity, training and team building is developed to build a functioning and cohesive Contingent before attending the Jamboree.
8. Provide a written report and detailed financial reconciliation to the Chief Commissioner on conclusion of the Jamboree.
9. Perform any other duties as may be reasonably requested by the Chief Commissioner.

## Accountability & Reporting Structure

Applicable Policies:	Organisational Rules All other SSA Policies
Report to:	Chief Commissioner
Peers:	SSA Manco Members
Manages:	Contingent Management Team All adult Scouters in the Contingent

**Delegated Authority:** To act as the SSA representative for the duration of the Jamboree

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

**Appointment Procedure:** Chief Commissioner to appoint on application

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