



Be Prepared...
for new adventure!

APPLICATION FOR THE POSITION OF CONTINGENT LEADER

Name: _____

I certify that I have included the following in support of my application for the position as Contingent Leader:

- Part 1: A completed application form (signed by my Branch Chief Commissioner).
- Part 2: A statement establishing my claims against each of the selection criteria



Appointment of National Contingent Leader

Nominations are open for the position of Contingent Leader to [<Event details>](#)

The role of Contingent Leader is a challenging and rewarding one. [<Duties Eg:>You will be responsible for a contingent of Rovers, Leaders, and other personnel, as well as for the organisation of this group. With the International Commissioner, you will also be the contact between the Moot Organising Committee and Scouts Australia.](#)

Selection Criteria

The key selection criteria for the Contingent Leader are:

1. Be a registered member of a Branch of Scouts Australia.
2. Relevant event management experience at either a State or National level.
Eg: Event Director, Event Organising Committee, Contingent Leader or Contingent staff member.
3. Ability to liaise effectively with Scouts Australia, State and Territory Branches, International Scouting organisations and non scouting organisations.
4. Be able to build and develop relationships between Scouts Australia and the host Scout Association.
5. Experience in developing and maintaining a detailed budget.
The Contingent Leader will be required to prepare a detailed budget for Scouts Australia for the event. The budget should include airfares, visas, accommodation, merchandise, activities, transport, promotions, administration, fees and contingencies.
6. Demonstrated ability to create and manage a flexible itinerary or schedule for a group of people.

You must also be recommended for Appointment as Contingent Leader by the Branch Chief Commissioner of your State/Territory. This can either be done electronically or on this form.

Other Contingent Leader responsibilities will include:

- Promotion of the event to Scouts around Australia and seeking applications for Contingent members.
- Communicating with all members of the Contingent from when they join until post event wrapup.
- Developing a timeline for the Contingent to the event including recommending to the International Commissioner the appointment of a Deputy Contingent Leader and Assistant Contingent Leader, appointment of a contingent team, prepare a budget, application process, finance time line for payments as well as the event itself, pre or post tour and budget finalisation and final report.
- Organise and run either a Pre-tour or Post-tour for the Australian Contingent
- Draft an application form for members to apply for the event detailing all relevant information for the event including any extra requirements or questionnaires.
- Keep the International Commissioner well informed throughout the planning for the event itself.
- Complete a report at the conclusion of the event for the International Commissioner, to assist us in the continuous improvement of Australian Contingents.

Support for the Contingent Leader

The Contingent Leader will be supported by the International Contingents Advisor and the rest of the International Office and Team.

A Contingent Leader guide will be provided which details all of the responsibilities of the Contingent Leader and the Contingent team. These guidelines are based on past experiences and updated with feedback from past events.

Timings

Applications for this position close on **dd Month 20yy**. Following this a selection panel (from the Scouts Australia International team) will review all the applications, interview applicants (as required) and contact any referees.

An appointment will be made in **Month 20yy**. All applicants will be contacted and advised of the outcome.

So you want to apply for this great role

If you feel that you have what it takes to be the Contingent Leader to the **<Event>** then please e-mail Neville Tomkins, International Commissioner of Scouts Australia with your expression of interest.

If you have any questions in regards to applying for the position, please don't hesitate to contact me.

Yours in Scouting,

Neville Tomkins OAM
International Commissioner
Scouts Australia
Email: int.comm@scouts.com.au

PART 1: APPLICATION FORM

Name of Event: <Event>

Event Location: <EventLocation>, <EventYear>

Name: _____ Scouting Name: _____

Date of Birth: _____ Position in Scouting: _____

Scouts Australia Branch: _____ Section Involved in: _____

Q1. Previous Event Experience (event & position):

1 _____

2 _____

3 _____

4 _____

5 _____

Please attach details of other event positions on a separate piece of paper

Q2. Previous Scouting Positions

1 _____

2 _____

3 _____

4 _____

5 _____

Please attach details of other Scouting positions on a separate piece of paper.

Q3. What do you believe that you can bring to the role of Contingent Leader to this event?

Q4. Do you have any previous experience in the country where this event is being held?
If yes please give details.

Q5. What would make you the best person for the position of Contingent Leader for this event?

Q6. Write a draft proposal for the Contingent including the following information:

- Estimated number of attendees?
- Whether you would offer a pre-tour or post-tour to the event, along with your basic plans for it/them.
- The number of positions you would have on your contingent team, and a basic duty statement for each.
- Your vision for the contingent.
- What you hope you, the youth members and the Leaders will gain from attending this event.

Chief Commissioner's Recommendation

Electronic Submission

The Chief Commissioners recommendation can either be done electronically or on this form. If it is electronically, please cut and paste the following text as a draft email for your Chief Commissioner. Once you have received the recommendation email, please attach it to your application.

1. Recommendation

I, _____ [Chief Commissioners Name] _____ being the Branch Chief Commissioner of _____ [State/Territory] _____ Branch recommend _____ [Applicant Name] _____ for the position of Contingent Leader to 14th WORLD SCOUT MOOT, CANADA 2013.

2. Chief Commissioner Contact details

E-mail: _____ Phone: _____

3. Chief Commissioners personal comments about the applicant, and why you think he/she will make an effective Contingent Leader for this event.

Criterion 3:

Criterion 4:

Criterion 5:

Criterion 6:

TIPS ON ADDRESSING SELECTION CRITERIA

It is essential to respond to each criterion, writing one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples and be clear and to the point. You should also edit your responses for grammar, spelling and punctuation.

It is important to provide evidence to back up your claims. Where possible use actual examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The STAR model can help you form your answer.

What is the STAR model?

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

Situation - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

Task - What was your role?

Actions - What did you do and how did you do it?

Results - What did you achieve? What was the end result and how does it relate to the job you are applying for?

Example response to a selection criterion

Selection Criteria:

Demonstrate effective communication skills in the context of a Scouting event.

Claims against the Selection Criteria:

As Contingent Leader for the XYZ Branch for ABC event, I needed to ensure that our stakeholders, including Branch Commissioners and Contingent members were kept informed of all details in regards to the event. To do this, I initiated a monthly newsletter, which was emailed to each Contingent member. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of the Contingent team, both in terms of content and language. I received consistently excellent feedback in relation to this newsletter from the Contingent members and from Scouts interested in attending the event. I received a Bravo for the quality of this newsletter from the Chief Commissioner. Most importantly, this initiative resulted in improved lines of communication between Contingent members and the Contingent executive.