

Position Title:	Assistant Contingent Leader (PD 53a)
Position Type:	Volunteer
Appointed By:	National Coordinator- International
Reports to:	Contingent Leader
Direct Reports to:	N.A
Hours:	Up to 5 hours per week during the preparation phase. A full time commitment is required for the duration of the contingent's overseas travel. Some time is also required after arrival home for a contingent debrief, completing the evaluation and other tasks as required.
Key Working Relationships:	Contingent Leader Contingent leadership team Contingent members
Financial Accountability:	Nil
Appointment Term:	From appointment date until all post travel requirements have been fulfilled.

Purpose of the Role:

To assist the Contingent Leader, coordinate an Australian Contingent to attend an overseas event and to manage all matters associated with trip preparation, with the contingent members' participation while travelling overseas, and to complete responsibilities as required on return to Australia.

Expected Outcomes:

A well organised, happy contingent that can safely take full advantage of the opportunities available in attending an international event and which can represent Girl Guides Australia advantageously .

KEY RESULT AREAS AND ACCOUNTABILITES:

1. COORDINATION

- Pre-event preparation
- Assist with responsibility for developing a risk plan for the event
- Assist with management of the contingent
- Assist with decision making for the contingent while overseas
- Assist with health, safety, wellbeing and enjoyment of contingent members while away
- Applying the Girl Guide method to all stages of the travel process
- Assist with evaluation and debrief

2. COMMUNICATION

- Assist to create an effective and informed team as required by the contingent leader
- Regularly communicate with the Contingent Leadership team, adult participants and parents to
 - Ensure the timely dissemination of information
 - Clarify interpretation of requirements
 - Build a cohesive contingent
 - Encourage and facilitate girl led participation
- Respond quickly and appropriately to all communications from parents, camp organisers, NCI, and GGA Staff and SILS
- Establishing connections with all participants via newsletters/ zoom meetings/ what's App- can appoint someone to this role for the contingent
- Connection with SILS for any assistance/ support with state members in the contingent
- Meeting all requirements of the host MO

3. ADMINISTRATION

- Assist the Contingent Leader together with the NCO and other ACLs, develop a comprehensive risk assessment plan for the contingent.
- Assist in member's preparation, including cultural awareness, uniform requirements, kit lists, and Australian displays/ presentations at event.
- Assist the Contingent Leader to ensure that all contingent members abide by the Code of Conduct and terms and agreement for the contingent.
- Assist the Contingent Leader to advise all parents/ carer or terms and conditions and their responsibilities
- Other duties as delegated by the Contingent Leader

4. WORK HEALTH AND SAFETY

- Take reasonable care for own health and safety and that of others in the contingent.
- Comply with any instruction of a supervisor/manager and comply with policy and procedures relating to workplace health and safety (Refer WHS Act 2011)

REQUIREMENTS OF THE ROLE

Essential:

- Membership of a State Girl Guide Organisation
- GGA Leader Qualifications (when there are youth members in the contingent)
- Commitment to all CSCF requirements in line with her SGGO requirements

- Successful completion of additional GGA risk management course/ training (after selection as CL)
- First aid qualification: HLTAID 0011- Provide first aid
- Demonstrated experience in managing larger numbers of youth members in different environments
- A good knowledge of Guiding in Australia

Key Personal Attributes:

- Strong leadership skills, and ability to take initiative, be resourceful and resilient
- High level interpersonal skills and ability to operate both independently and as a team player on health and wellbeing matters
- Demonstrated ability to act as a positive role model for girls and young women

Motivational and Role Fit:

- Enjoy working collaboratively, sharing knowledge and resources with your team
- Enthusiasm: genuine and positive enjoyment of the role and the event
- Enjoy working with and supporting girls and young women with a wide range of backgrounds and points of view
- Willingness and capacity to work to tight and evolving circumstances

Technical Skills and Capability:

- Demonstrated high level written and oral communication skills
- Demonstrated high level negotiation, facilitation and collaboration skills
- Demonstrated sound planning, prioritising, organisation and management
- Demonstrated sound computing skills including capability with online meeting platforms.
- Experience in international travel (highly desirable)
- Guide camping qualification and / or significant camping experience at large events (state, national or international) (highly desirable)

RELATED DOCUMENTS

All GGA positions are subject to the requirements of GGA policies including but not limited to:
Code of Conduct

Diversity and Inclusion policy

People and Performance Management Policy Social Media Policy

Privacy Policy

Grievance Policy

