

Position Title:	Contingent Health and Wellbeing Leader (PD 53b)
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:	National Coordinator- International GGA National Office- Operations Manager Contingent Leader/ Ass. Contingent Leader Contingent Members State International Liaisons
Financial Accountability:	Nil
Appointment Term:	From appointment date until all post travel requirements have been fulfilled.

Purpose of the Role:

To oversee the safeguarding of Australian Contingent members' physical health, mental health, and wellbeing to attend an overseas event. The role includes health and wellbeing 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 healthy and 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
 - Prepare, review, and update medical/dietary/cultural needs records prior to the event, including gaining additional information from participants and guardians where required
 - Communicate information to Contingent members prior to departure to ensure they are prepared as much as possible to manage their own personal health and wellbeing

- Arrange any necessary Contingent first aid supplies and wellbeing resources
- Coordinate response to all Contingent health and wellbeing matters throughout the event
- Support preventative measures (water, suncream, etc) at the event
- Establish wellbeing support of both girls and adults at the event
- Be the primary liaison between the Contingent and the onsite medical centre and wellbeing support at the event
- Applying the Girl Guide method to all stages of the travel process
- Evaluation and debrief

2. COMMUNICATION

- Regularly communicate with the Contingent Leadership team, adult participants and parents to
 - Ensure the timely dissemination of information
 - Clarify interpretation of requirements
- Respond quickly and appropriately to all communications
- Communicate with emergency responders or event medical staff for escalated illness or injuries during the event, including obtaining third party professional treatment, as necessary.
- Maintain accurate records of treatments and consultations provided during the event, including obtaining records for third party treatments, and provide to Contingent Leader
- Escalate health or wellbeing concerns to the Contingent Leader or Assistant Contingent Leader, as necessary.

3. 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)

REQUIRMENTS 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
- First aid qualification: HLTAID 0011- Provide first aid

- Mental health first aid qualification or other professional qualifications in health and wellbeing (highly desirable)
- Demonstrated ability in health and wellbeing, either professionally and/ or at past Guiding events with larger numbers of youth members in different environments, (ie State or National event)
- 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 operate professionally, with integrity and due respect for confidentiality
- Demonstrated ability to act as a positive role model for girls and young women

Motivational and Role Fit:

- Enjoy working collaboratively, problem solving and working in teams to resolve issues
- 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)