



Jamboree Contingent Job Specification

SA Branch

Dated: July 2018

Position	Jamboree Troop Administration
Reports To	Jamboree Troop Leader
Brief Overview	The Administration Leader is responsible for the administrative functions of the troop including communication, finances and paperwork.
Specific Duties	<ul style="list-style-type: none"> • Work with the other leaders on the Troop site as a team • Attend the Line Leaders Training and Planning Weekend, August 2018 • Assist the JTL with paperwork prior to the Jamboree, including contact lists, liaison with home Troops and parents through the use of the Online Applications System • Work with Patrols to create duty patrol rosters and ensure PLs and APLs understand their duties and schedule and ensure a leader is present to support cooks • Maintain the Troop security box • Handle Troop finances • Promote and where necessary arrange attendance at Leader activities, such as the Contingent Dinner • Work with the welfare leader on the necessary paperwork and liaison required by the Contingent for Youth Members to go offsite with adult family members • Work with the Contingent team to collect digital photos for use by the Contingent on the website and in other marketing functions • Manage troop communication methods including email lists and Facebook if used.
Qualifications	<ul style="list-style-type: none"> • Meet Branch requirements in regards to training levels including child protection and Scout safe training • Desirable – experience in administration related roles • An appointed Leader in Scouts Australia (SA Branch)
Personal Attributes	<ul style="list-style-type: none"> • Strong oral and written communication skills • Very good interpersonal skills with a strong commitment to the team/organisation. • A high level of personal motivation and organisation • The willingness and ability to devote the necessary time to the role • A good written communicator, with the ability to develop sound administrative processes to support Jamboree operations