

The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national, and international communities.

Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse, or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion, and ability.

Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.

Role objective	Lead the Administration and Finance functions for the Western Australian Contingent.
Role overview	As Admin & Finance Lead, you will be part of the Contingent Support Team and work across the team to plan an outstanding Jamboree experience for Scouts WA members from across the state. You'll lead the administration and finance functions for the WA Contingent. This will include oversight of budgets and financial processes to support Contingent objectives and being a central point of contact for enquiries. There may at times be other administrative tasks as reasonably requested by the Contingent Leader.
Specific responsibilities	<ul style="list-style-type: none"> • Manage and monitor incoming payments from participants. • Manage and monitor Contingent accounts payable and receivable. • Maintain a budget tracker to ensure compliance to the approved budget. • Oversee and ensure responses to participant enquiries are triaged effectively and handled in a timely manner. • Assist Scouts WA members to submit Jamboree applications. • Oversee application vetting and approval process. • Coordinate a process for eligible youth members to access financial support. • Actively engage in all meetings of the Contingent Support Team. • Contribute to the Contingent Risk Management Plan.
Key stakeholders	<p>Reports to:</p> <ul style="list-style-type: none"> • Contingent Leader <p>Works alongside:</p> <ul style="list-style-type: none"> • All members of the Contingent Support Team <p>Roles that report to this role:</p> <ul style="list-style-type: none"> • None

<p>Personal attributes</p>	<p><u>Attitude</u></p> <ul style="list-style-type: none"> • Have enthusiasm for the Vision, Aim, and Principles of Scouting • Be a good role model to Youth and Adult Members • Be passionate about the Youth Leading Adults Supporting concept • Adhere to the Scouts Australia Code of Ethics and Conduct <p><u>Skills</u></p> <ul style="list-style-type: none"> • Be able to communicate efficiently • Be able to manage competing priorities in a changing environment • Be able to build relationships and trust with stakeholders across the event • Have excellent IT skills, including the ability to use the Microsoft Office 365 package, online registration systems, and complex spreadsheets. <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Understand and commit to the Scout Promise and Law • Understand the Youth Program
<p>Qualifications and experience</p>	<ul style="list-style-type: none"> • Be registered as a current member of Scouts WA now and up until the Jamboree in January 2028. • Previous experience at a major Scout event.
<p>Time commitment</p>	<p>You will be required to commit time for this role. From July 2026, your commitment will be around 2-3 hours per week as we plan this Jamboree experience for youth members across Western Australia. From January 2027, your commitment will ramp up to 4-6 hours per week as we head into the 12-months leading up to the Jamboree in December 2027.</p> <p>Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution considering their current commitments. This is a volunteer position.</p>

Contingent Support Team Structure Chart

