



# POSITION DESCRIPTION INTERNATIONAL LIAISON

## 23rd Australian Rover Scout Moot: WOW (Way Out West)

Voluntary Position

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.

<b>Role objective</b>	<b>Responsible for supporting international contingents attending WOW Moot 2027, ensuring they have all necessary information and assisting with any issues that may arise.</b>
<b>Role overview</b>	This role will serve as the primary point of contact for all international contingents attending the event. It involves providing pre-event information, facilitating communications, supporting contingents during the event, and addressing any concerns or logistical challenges. The position will collaborate closely with the Deputy Event Director to ensure seamless integration of international participants into the Moot experience.
<b>Specific responsibilities</b>	<ul style="list-style-type: none"><li>• Establish and maintain communication with international contingents from pre-registration through to post-event feedback.</li><li>• Support international contingents with their preparations, including documentation and compliance with Scouts Australia policies.</li><li>• Serve as the main contact for addressing any issues or queries from international contingents before, during, and after the Moot.</li><li>• Coordinate with other event teams to ensure international contingents are integrated into the program and have a positive experience.</li><li>• Assist with arrival and departure logistics for international participants.</li><li>• Manage any cultural considerations or special requirements of international contingents.</li><li>• Develop and distribute relevant communications and updates to international contingents, ensuring they have detailed information regarding event logistics, accommodation, transport, program, etc.</li><li>• Collect feedback from international contingents post-event to inform future events.</li></ul>
<b>Key stakeholders</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"><li>• Deputy Event Director</li><p><b>Works alongside:</b></p><ul style="list-style-type: none"><li>• Admin Team</li><li>• Operations Team</li><li>• Program Team</li><p><b>Roles that report to this role:</b></p><ul style="list-style-type: none"><li>• International Contingent Leaders</li></ul></ul></ul>

<b>Personal attributes</b>	<u>Attitude</u> <ul style="list-style-type: none"> <li>• Have enthusiasm for the Vision, Aim, and Principles of Scouting</li> <li>• Be a good role model to Youth and Adult Members</li> <li>• Have enthusiasm for the One Program continuum</li> <li>• Be passionate about the Youth Leading Adults Supporting concept</li> <li>• Adhere to the Scouts Australia Code of Ethics and Conduct</li> </ul> <u>Skills</u> <ul style="list-style-type: none"> <li>• Be able to communicate efficiently</li> <li>• Be able to manage competing priorities in a changing environment</li> <li>• Be able to motivate, build, and lead teams effectively</li> <li>• Be able to manage human and financial resources</li> <li>• Be able to build relationships and trust with stakeholders across the event</li> <li>• Be able to use the Microsoft Office suite</li> </ul> <u>Knowledge</u> <ul style="list-style-type: none"> <li>• Understand and commit to the Scout Promise and Law</li> <li>• Understand the Youth Program</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Previous experience at a major Scout event</li> </ul>
<b>Time commitment</b>	<p>You will be required to commit time for this role. Expect 2-3 hours per week, ramping up where necessary, as we get closer to the event.</p> <p>You will need to be available to attend 23rd Australian Rover Scout Moot: WOW (Way Out West) the full duration in 2026/2027.</p> <p>Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution considering their current commitments. There is scope to craft the role to fit into your schedule. This is a volunteer position. Note this is only a guide.</p>