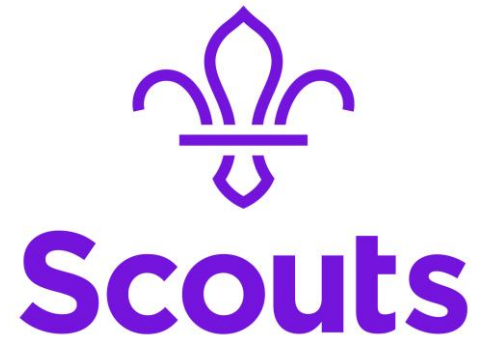




Preparing young people with skills for life

Join the Contingement Management Team (CMT) for Roverway 2024, Norway

Contingent Management Team recruitment pack



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Introduction

Roverway is a joint [European Scout Region](#) and [WAGGGS](#) (World Association of Girl Guides and Girl Scouts) event which takes place every 3-6 years for Scouts and Guides aged between 16 and 22.

The most recent Roverway took place in the Netherlands in 2018, and Scouts UK sent a contingent of 232 participants. Previous events have been held in France, Finland, Iceland and Italy.

The next Roverway is taking place in Norway from 22 July to 1 August 2024 and we are recruiting 6 Contingent Management Team (CMT) members to help develop and run the Scout UK Contingent. Girlguiding UK are sending their own contingent to the event.

Event Details

Up to 6,000 young people aged 16 - 22 will participate in Roverway 2024.

We aim to take around 400 participants as part of the UK Contingent, who will sign up to the event in patrols of approximately 6-8 people. Roverway participants must be born between the dates of 1st August 2002 and 22nd July 2008 and must be an active member of The Scout Association.

The participant age range requires careful management by the CMT to comply with the UK Scouts Policy, Organisation and Rules, in particular the Yellow Card rules around interactions between under-18s and over-18s. The CMT will work closely with Safe Scouting to ensure that Contingent activities are delivered safely for all attendees, particularly young people.

Participants each complete a semi-independent expedition during their Roverway experience, known as a 'Path'. Each patrol will be able to choose a different Path, and each Path will involve numerous international patrols. Every Path will have a different theme or focus, such as hiking, community action, an environmental project, or something completely different.

After completing their Path, the participants will travel to a jamboree-style camp in Stavanger. Stavanger is commonly referred to as the 'gateway to the fjords' and provides an ideal base for excursions and adventures into this iconic Norwegian landscape.

The theme for the 7th Roverway is '**North of the Ordinary**' and the event has three key themes to allow young people to experience a challenging yet extraordinary event:

- Becoming the leaders of tomorrow
- Physical and mental empowerment
- To be more inclusive.

The UK Contingent has also set our own objectives:

- **Included:** To be inclusive to all Scouts from across the UK, regardless of background.
- **Involved:** To allow young people to shape their experience, locally and nationally, and develop skills for life.
- **Inspired:** To inspire our members to be confident and create their own adventures.

Person Specification

Between them, the CMT members will need skills and experience in a range of disciplines. However, this does not mean that all members of the team need all the skills and years of experience, so applications are encouraged from leaders with any of the relevant skills, regardless of their Scouting background.

The full role descriptions and person specification are included in this pack.

Any member of The Scout Association aged 18 or over on 1st December 2022 is eligible to apply for these roles.

During the application process you will be asked to demonstrate that you:

- are organised and efficient;
- are able to inspire and lead young people aged between 16 and 22;
- can manage multiple tasks simultaneously and meet deadlines;
- can think creatively, coming up with fresh ideas to progress the project;
- are an excellent communicator both verbally and in writing;
- understand the multi-cultural nature of World Scouting and demonstrate sensitivity and inclusivity to all, regardless of background, ethnicity, religious or sexual orientation;
- are a member of the movement and ideally have experience of the Explorer or Network sections;
- are able to build good relationships and work effectively with other volunteers and staff at UK HQ;
- are skilled in using e-mail and other current communication tools;
- are self-motivated and able to use your own initiative, whilst recognising the limits of your authority;
- are excited about the experiences a Roverway can offer young people and adult participants;
- can work in demanding conditions in a high-pressure environment;
- are able to work in a team or independently, as required;
- remain positive despite what challenges you may face during the project;
- always look for a solution to issues or problems;
- are fully committed to seeing the project through to completion which includes the production of a detailed written event report;
- have or you are willing to complete the relevant training for your role before attending the Roverway 2022.



Role Information

A number of different roles are being advertised that together form the Contingent Management Team (CMT). The CMT is supported by the Scout Association staff and work in partnership with them. All members of the CMT attend Roverway 2024 to lead and support the UK Contingent. Whilst dates are not yet set for any pre/post-event travel, we would anticipate this being a 2.5 week commitment in July/August 2024.

You will also need to commit to weekend and evening time for online meetings, and a number of face-to-face commitments across the country. We expect this to be 2-3 face-to-face meetings per year, and a monthly online CMT meeting. Travel to/from these face-to-face meetings will be covered as expenses.

Deputy Contingent Leader – Operations

The Deputy Contingent Leader (Operations) will be responsible for the operational delivery of Roverway including kit, engagement with key partners and the day-to-day organisation of the Contingent Management Team (CMT).

Working with the other Deputy Contingent Leader, they will help organise CMT meetings and events. They will manage and maintain relationships with our partners, including county/regional level contacts and external stakeholders, including those responsible for the design and procurement of contingent kit. They will lead on the day-to-day organisation of the contingent management team on-event, including duty rosters, contingent basecamp, and handovers.

They will manage two members of the CMT (CMT - Communications & Media and CMT Participant Support & Data Management), regularly checking in with them to ensure that tasks are being completed and supporting them as required. They should be prepared to deputise for the Contingent Leader as and when necessary.

Skills and abilities	<ul style="list-style-type: none">• Manage multiple tasks and meet deadlines• Build and manage relationships with volunteers• Build and manage relationships with key stakeholders• Line-manage volunteers spread over a large geographical area• Work both as a team and in isolation• Chairing meetings
Knowledge and experience	<ul style="list-style-type: none">• Managing a large-scale event• Managing a team of volunteers• Attendance at a large international Scouting event
Personal qualities	<ul style="list-style-type: none">• Organised• Approachable• Assertive and persuasive

CMT – Communications & Media

The CMT lead for marketing and media will be responsible for both internal and external communications. They will develop a communications plan that evolves throughout the event.

This will start with raising awareness and the profile of Roverway across the UK. They will ensure timely communications with the participants on their journey from recruitment to event, including social media, e-mails, bulletins, and website updates.

Finally, they will work with HQ staff to shape the branding for the UK Contingent and help ensure that contingent kit stays within this branding.

Skills and abilities	<ul style="list-style-type: none"> • Use of social media • Build and manage relationships with key stakeholders • Working creatively, incorporating the ideas and views of others • Planning ahead and working to deadlines • Strong written communication skills • Management of shared email inboxes
Knowledge and experience	<ul style="list-style-type: none"> • Communicating with the 16-22 age range • Communicating with parents • Use of a variety of IT software and systems • Management of a website
Personal qualities	<ul style="list-style-type: none"> • Creative • Enthusiastic • Sufficient time to take on the role

CMT – Participant Support & Data Management

The CMT lead for participant support and data management will have a dual role. Firstly, they will be responsible for ensuring participants feel included, involved and inspired throughout their Roverway experience. Second, they will work with HQ staff to collect and manage data that is collected during Roverway, ensuring that the contingent databases are organised, updated and used appropriately.

They will lead on safeguarding, health and wellbeing, and additional needs – ensuring that the CMT are adequately trained in these areas. They will draw on experts from outside of the CMT to support them with this.

They will work closely with other CMT leads to ensure that we are aware of individuals that need additional support and identify the best way to provide this so that those participants can actively participate in Roverway. This includes working with Scouts HQ to facilitate an inclusion fund, so that the cost of Roverway is not a barrier to attending.

Skills and abilities	<ul style="list-style-type: none"> • Managing multiple tasks and meeting deadlines • Building relationships with volunteers • Organised • Able to prioritise and respond accordingly • Communication
Knowledge and experience	<ul style="list-style-type: none"> • Experience of data management systems • Experience of working with and manipulating large volumes of data • Working with sensitive data / GDPR • Delivering training or working with training providers • Working with young people with additional needs • Awareness of The Scouts policies (POR, safeguarding, safety, etc.) • Managing a customer-facing and busy email inbox
Personal qualities	<ul style="list-style-type: none"> • Organised and efficient • Problem-solving • Approachable

Deputy Contingent Leader – Programme & Support

The Deputy Contingent Leader (Programme and Support) will be responsible for shaping all additional elements of the Roverway programme, including preparation and post-event.

During the journey to Roverway, they will lead on the format and content of contingent management meetings, as well as overseeing participant training and engagement.

They will work closely with our travel agent, Travel Places, to shape an exciting pre/post event experience that meets our objectives and budget.

Finally, they will take the lead on sustainability to ensure that the UK Contingent place environmental awareness at the heart of everything they do.

They will manage two members of the CMT (CMT – Patrol Leader & IST Support and CMT – Training & Impact), regularly checking in with them to ensure that tasks are being completed and supporting them as required. They should be prepared to deputise for the Contingent Leader as and when necessary.

Skills and abilities	<ul style="list-style-type: none">• Manage multiple tasks and meet deadlines• Build and manage relationships with volunteers• Build and manage relationships with key stakeholders• Line-manage volunteers spread over a large geographical area• Work both as a team and in isolation• Chairing meetings• Project management
Knowledge and experience	<ul style="list-style-type: none">• Managing a large-scale event• Managing a team of volunteers• Attendance at a large international Scouting event• Organising events for young people (within budget)• Working with a travel agent
Personal qualities	<ul style="list-style-type: none">• Sufficient time for the role• Organised and efficient• Ability to see the bigger picture

CMT – Patrol Leader & IST Support

The CMT lead for Patrol Leader and International Service Team (IST) support will be responsible for recruiting and supporting our patrol leaders and IST.

The role of patrol leader provides participants with the opportunity to develop their leadership skills within a new team and an unfamiliar environment. This role will be to help ensure that we provide all of the support and training we can to ensure that they are confident to take on these responsibilities.

Additionally, they will be the champion for the IST, ensuring that they are fully supported and feel prepared for Roverway. They will escalate views and issues from IST so that their voice is heard and acted on by the CMT.

Skills and abilities	<ul style="list-style-type: none">• Building relationships with volunteers• Developing skills in others• Identifying and addressing issues (including prioritisation)• Prioritising tasks• Presenting to others• Stakeholder management
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Knowledge and experience	<ul style="list-style-type: none"> • Setting and monitoring the achievement of objectives • Planning and organising activities for young people • Planning and organising recruitment activities • Managing a busy email inbox • Previous IST member for a UK Contingent event (desirable)
Personal qualities	<ul style="list-style-type: none"> • Approachable • Organised • Empathetic

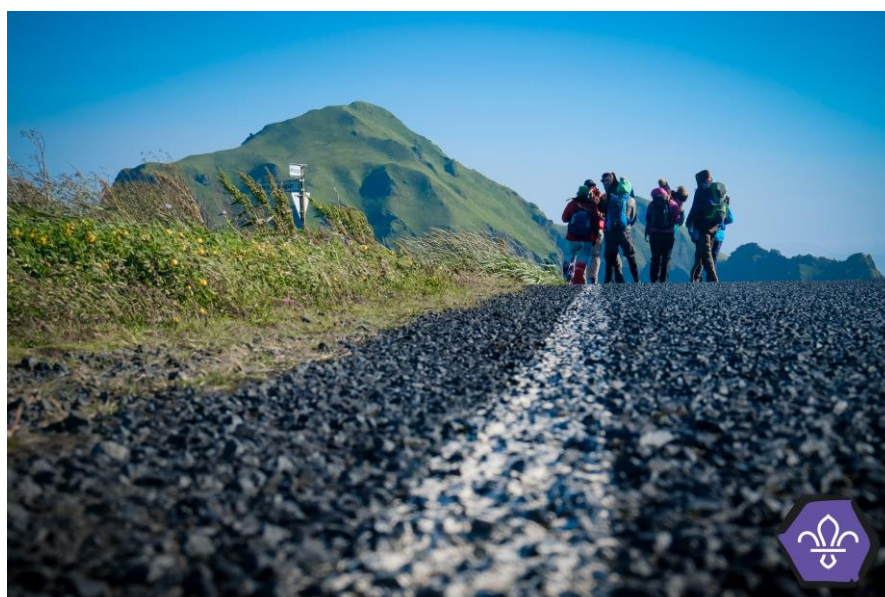
CMT – Training & Impact

The CMT lead for training and impact will be responsible for guiding participants on their Roverway journey and ensuring they get the most out of it.

They will work with other members of the CMT to provide skills-based training for patrol leaders, patrol members and the International Service Team (IST). They will work with a small group of young people to ensure that decisions made by the CMT are youth shaped. They will monitor personal development, and the achievement of our objectives, by collecting and analysing data at key points.

Finally, they will help ensure that Roverway 2024 builds a legacy that can help support future World Events.

Skills and abilities	<ul style="list-style-type: none"> • Public speaking • Presenting • Listening to the views of others • Responding to questions and queries
Knowledge and experience	<ul style="list-style-type: none"> • Delivery of training to others (young people and/or adults) • Running workshops and practical skills sessions • Creation/development of training materials • Working with young people in the 16-22 age range • Communication to a range of audiences • Collection/analysis of data (surveys, questionnaires, online forms, etc.)
Personal qualities	<ul style="list-style-type: none"> • Adaptable • Approachable • Open to new ideas



How to apply

Key Dates

The closing date for applications is **Sunday 30th October 2022**.

Interviews will take place online on one of the following dates: evenings of **Monday 14th November** or **Tuesday 15th November** or during the day on **Saturday 19th November**.

Application Process

The recruitment panel will consist of staff and volunteers. We will also be running an informal youth panel for you to meet with past Roverway participants, as well as young people who may be part of our next contingent.

To apply, please complete the online application form giving as much detail as possible on how you meets the requirements of the role. It would be helpful to include Scouting and non-Scouting experience that is relevant when applying. All applications will be treated in strict confidence.

Applicants should complete the [Application Form](#) and [Diversity Monitoring Form](#) online. Any questions should be directed to roverway@scouts.org.uk

Further information

Candidates will undergo suitability checks using the Scouts membership system (Compass), including completion of a DBS check, if not already in place.

Candidates, if successful, will be expected to complete and validate Scouts' mandatory trainings for HQ volunteer roles, including but not limited to Safety, Safeguarding, GDPR, Essential Information, and Tools for the Role, if any of these trainings have not been validated already.

We expect the role appointment to be from 1st December 2022 to 31st December 2024.