Roverway 2024

Contingent Management team (CMT)

application pack

Event Date: 22 July 2024 – 1 August 2024

Duration of Role: March 2023 – January 2025

Application Deadline: 12:00pm – Monday 16 January 2023

Selection weekend (in person):

Friday 3 - Sun 5 March 2023

Location: Whitely Woods (Sheffield Outdoor Activity Centre), Sheffield

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**1. Introduction**

Roverway is an event for young people aged between 16 and 22, jointly hosted by WOSM (World Organisation of the Scout Movement) and WAGGGS (World Association of Girl Guides and Girl Scouts). The Organising Committee also invite members over 23 to take join the International Service Team (IST).

The event will take place in Norway between 22 July 2024 and 1 August 2024. Girlguiding is seeking to appoint a Contingent Management Team (CMT) to support Girlguiding’s participation in this event.

The Contingent management team will be lead by the Head of Contingent, and will work together with them as well as a Project Coordinator in the Adventure team at Girlguiding HQ and the Specialist volunteer for International Joint & Large scale events to deliver this life changing experience for members of Girlguiding.

More information about these roles can be found in section 3.

This application pack is designed to provide information about the event and the role. Applications close at 12:00pm (midday) on Monday 16 January 2023 and shortlisted candidates will be informed no later than Friday 20 January 2023.

To ensure the best team dynamics possible, there will be a face-to-face selection event over the weekend of Friday 3 – Sunday 5 March 2023 – all shortlisted candidates are expected to attend this event.

All meals will be provided during the weekend. A maximum of £100 per person will be paid to candidates invited to this selection weekend. This selection event will involve team building tasks, scenarios and fun!

If you have any questions about this role, please contact Bex Knight on 020 7834 6242, ext. 2072 or email roverway@girlguiding.org.uk.

**2. Overview of Roverway**

Roverway aims to provide young people from across the world with an adventure that will inspire and prepare them for the future.

More information is available on the event website: [Roverway (kmspeider.no)](https://roverway.kmspeider.no/)

Up to 6,000 young people aged 16 - 22 will participate in Roverway, coming from across Europe. The participants will be divided into international teams, called Tribes, with whom they will collectively take part in the Path of their choice. The Paths are located across the length and breadth of Norway and will each have a different theme reflective of the area. The participants will spend several days on their Paths, taking part in community projects and learning more about the culture and history of the country. After completing their Path, the participants will travel to the central camp location (this is currently to be confirmed) for the last part of Roverway. During the event, young people from all over Europe will come together to work on shared projects and learn more about themselves, the environment and others.

Roverway will focus on the personal development of the participants so they can understand their role in society, and will provide the environment in which young people can share experiences, knowledge and ideas. This exchange of experiences will be encouraged through educational objectives, which all centralise on a better society and intercultural learning.

Other points to note are:

* Participants must be aged between 16-22 during the event and be an active member of Girlguiding.
* IST members need to be over 23 at the start of the event and be an active member of Girlguiding.
* The theme of this event will be:
	+ *Becoming the leaders of tomorrow*
	+ *Physical and mental empowerment*
	+ *To be more inclusive*

Norway 2024 will be the seventh Roverway and following the success of previous events, it is surely an event not to be missed. Several thousand young people are expected to attend from across the continent and this will be the biggest European Scouting and Guiding event of the year!

The roles within the Contingent Management team report directly to Head of Contingent and the specialist volunteer for International & large-Scale joint events. All members of the CMT will also work in partnership with the Girl Event Coordinator based at Girlguiding HQ in London.

The CMT members will work with the following people:

**Head of Contingent**

The Head of Contingent is responsible for the overall delivery of Girlguiding’s participation in Roverway 2024. They manage and support the Contingent Management Team, and work in partnership with the Girl Event Coordinator and the Specialist Volunteer for International Joint and Large Scale events at Girlguiding. They liaise with the event organisers in Norway and oversee the marketing and recruitment of the Girlguiding contingent. They oversee the preparations for the event and lead the Girlguiding contingent before, during and after their time at Roverway 2024.

**Project Coordinator (Adventure team)**

The Project Coordinator is the staff representative on the Contingent Management Team and works in partnership with the Head of Contingent to support them to effectively deliver Roverway 2024, including supporting the project management of the event, monitoring the budget and administration.

**Specialist Volunteer for international joint and large scale events**

The Specialist Volunteer for International Joint and Large-Scale events sits within Girlguiding’s international team. They oversee Girlguiding’s involvement in international opportunities led by or organised in partnership with The Scout Association. They line manage Girlguiding’s Head of Contingent for Roverway providing day-to-day support in the planning, delivery and evaluation stages of the project.

**3. Role Information**

While Contingent Management Team (CMT) roles may primarily be for different elements of pre-event planning, all members of the CMT will be required to work daily during the Roverway event as part of the team, which may involve deputising or covering the work of other roles, as the event circumstances require.

This means all members of the CMT must be willing to support the contingent throughout the event, which may involve long hours.

There are 4 Contingent Management team roles available:

**Country/Regions Lead - Pastoral & Patrols**

The Country/Regions Lead will be responsible for building and maintaining relationships between the Contingent Management Team and the Girlguiding contingent, with a focus on Patrol Leaders. They will set up an appropriate network for communicating directly with Patrol Leaders in order to provide advice and support, and are responsible for the general pastoral support of the contingent as a whole.

The successful applicant for this role should demonstrate the following:

* High level interpersonal skills and ability to operate as a team player
* Experience providing pastoral support to girls and young women
* Ability to support peers in an empathetic and non-judgemental manner
* Flexibility and ability to work with a diverse range of stakeholders
* Understanding of mental health challenges
* Knowledge of Girlguiding’s equality, diversity and inclusion, safeguarding and accessibility policies and guidance
* Ability to take initiative, be resourceful and resilient
* Ability to use problem solving and negotiation skills
* Interest and openness to other people

**Social & Communications Lead**

The Social & Communications Lead will be responsible for creating and maintaining a Girlguiding Roverway social media. They will drive the recruitment of the Girlguiding contingent. They will develop a clear strategy for disseminating important information to the Girlguiding contingent, including briefing weekends, and work with the Contingent Management Team to implement this.

The successful applicant for this role should demonstrate the following:

* Experience of using social media platforms
* Understanding and knowledge of GDPR
* Experience in successful marketing and/or communications
* Excellent written and oral communication skills
* High level interpersonal skills and ability to operate as a team player
* Ability to take initiative, be resourceful and resilient
* Flexibility and ability to work with diverse range of stakeholders
* Interest and openness to other people
* Ability to use technology to carry out a range of tasks
* Experience providing pastoral support to young women

**IST Lead**

The IST Lead will be responsible for creating and maintaining a network for the IST to communicate with peers, both before and during the event. This will include promoting and encouraging applications, proving support to IST across the UK prior to and during the event.

The successful applicant for this role should demonstrate the following:

* Experience of attending a large-scale camp as a member of the service team, preferably internationally
* High level interpersonal skills and ability to operate as a team player
* Knowledge of the skills needed when attending a large-scale camp
* Ability to take initiative, be resourceful and resilient
* Ability to use problem solving and negotiation skills
* Interest and openness to other people
* Flexibility and ability to work with diverse range of stakeholders
* Interest and openness to other people

**Logistics Lead**

The Logistics Lead will be responsible for managing the logistics of the briefing weekends, including venue sourcing, registrations, rotas, and food, working closely with other CMT members. They will take the lead on data management of the contingent, working with the Girl Event Coordinator to flag missing data and creating and develop an effective method of data collection. They will also be responsible for ordering and distributing Girlguiding contingent kit and resources, and take responsibility for managing kit and resources for the Contingent Management Team for the briefings and the event, including setting up and managing a Girlguiding contingent tent on event.

The successful applicant for this role should demonstrate the following:

* Experience of creating and working with systems
* Knowledge of event logistics
* A flair for details
* Clear understanding of managing large amounts of data
* High level interpersonal skills and ability to operate as a team player
* Ability to take initiative, be resourceful and resilient
* Ability to use problem solving and negotiation skills

**Personal Circumstances**

All roles within the CMT must:

* Be 18+ at the time of application, as well as being an active member of Girlguiding.
* Be available to attend the entire Roverway event: 22 July 2024 – 1 August 2024 (there is a high likelihood that the CMT will need to be available to travel to Norway 2-3 days either side of the event dates)
* Be able to commit to attending meetings for a minimum of 12 days (which will include weekends) in addition to the events in section 4 between January 2023 and January 2025
* Be prepared to work remotely using a variety of techniques to remain in touch, including phone, Zoom/Teams, e-mail, and Facebook.
* Be prepared to spend two weeks under canvas, working in the outdoors.
* Be able to support and deliver using Girlguiding’s values, which are:
	+ Caring
	+ Challenging
	+ Empowering
	+ Fun
	+ Inclusive
	+ Inspiring
* Be willing to pay the subsidised event fee per person (which will be less than £1,000 per person)

**Further Points to note:**

* Roverway is an event jointly run by WAGGGS and WOSM. Girlguiding will be taking a Contingent of Girlguiding members to Roverway 2024.
* The Scout Association will be taking a separate contingent to the event, but it is expected for there to be some level of interaction between Girlguiding and The Scout Association Contingent Management Teams, with the possibility of some meetings and shared events if practical.
* The Girlguiding Contingent travelling to Roverway in France in 2016 was 53 members (33 participants, 20 International Service Team), the 2018 event had approximately 85 people in total. We aim to send a larger Contingent to Norway for 2024, but this is limited to 500 participants per contingent.