



## Role Description

<b>Position:</b>	Communications/ P.R and Info Tent Team Member
<b>Department:</b>	Communications and PR
<b>Responsible to:</b>	Communications and PR Team Chief
<b>Positions required:</b>	Info Tent x 4 Media Team x 3
<b>Role Summary:</b>	Support the Communications and PR Chief in the delivery of media for BrumJam 2020. Taking the lead in the delivery of the all media opportunities to make ensure the success of the Jamboree is publicised.
<b>Key Responsibilities:</b>	<p><b>Media Team</b></p> <p>Work in co-ordination with the other BrumJam Communications and PR Team members.</p> <p>Ensure both Internal and External Communications are maximised by means of Website, E-mail, Facebook, Twitter and Newsletters/Newspaper</p> <p>Work with the event photographer and newsletter members</p> <p>Support the Information centre (The Hub)</p> <p>To regularly report to the Communications and PR Chief</p> <p>To work within the requirements of the Jamboree budget.</p> <p>Identify risks and issues at the earliest opportunity.</p> <p>Any other duty as agreed with the Communications and PR Chief – which let’s face it could be almost anything!</p> <p><b>Info Tent</b></p> <p>Work in co-ordination with the other BrumJam Communications and PR Team members.</p> <p>Ensure that copies have been obtained of all documentation relating to the planning of the event.</p> <p>Have a clear understanding of how activities, transport, arrivals, departures are being planning along with booking in, food deliveries, shopping trips and local facilities.</p> <p>Manage lost property</p> <p>Adopt the principle of “YES” to all enquires, “now what is the question” and the answer is never “We don’t know”</p> <p>Log all open questions so that answers are feedback</p> <p>Identify risks and issues at the earliest opportunity and identify solutions.</p> <p>Any other duty as agreed with the Communications and PR Team Chief – which let’s face it could be almost anything.</p> <p>If available support some part of the build week</p> <p>Have a positive and ‘can do’ attitude</p>

## Person Specification

<b>Experience:</b>	<p>Experience of previous Jamborees and/or large scale camps.</p> <p>Some experience of providing programme to scouting/guiding including an appreciation of safety and risk.</p>
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**Personal Attributes:**

- Ability to work as part of a team, enthusiastic for any challenge.
- A can do attitude, prepared to go the extra mile for the participants.
- Able to think creatively adapt, reassess, and solve problems leading up to and during the event
- Willing to speak one's mind and listen to the views of others.
- A positive 'can do' attitude
- Aptitude to problem solving
- Strong organisational skills
- Strong communication skills
- Happy to work within a team, or on occasion as an individual (task dependant)
- Must be over 18 (over 25, and clean driving licence for vehicles) – unless DofE/QSA
- Hold a current enhanced DBS/PVG check.