



Role Description

Position:	Sub Camp Activity Day Co-ordinator
Department:	Sub Camps Team
Responsible to:	Sub Camp Team Leader
Responsible for:	
Role Summary:	Support the Sub Camp Chief in the development and delivery of BrumJam 2020. Taking the lead in the delivery of the Sub Camp Activity Day for your Sub Camp
Key Responsibilities:	<p>Work in co-ordination with the other BrumJam Sub Camp Team Leaders and Activity Day Co-ordinator.</p> <p>Develop a Sub Camp activity day that complements the overall camp theme and the sub camp. (In coordination with Programme Chief)</p> <p>Co-ordinate with the other sub camp so the same plan is rolled out across each sub camp.</p> <p>Manage the co-ordination of your Sub Camp Activity Day and support the other sub camps in the delivery of their Sub Camp Activity Day</p> <p>To attend and run meetings and events as appropriate.</p> <p>To regularly report to the Sub Camp Chief and Team Leaders.</p> <p>Manage the communication of information for the Activity Day between the Sub Camp Chief, Sub Camp Team Leaders and Sub Camp Communications Co-ordinator and ensure all information is available and all the team are fully briefed</p> <p>Prepare budget costs and ensure all invoices are completed in a timely manner</p> <p>To work within the requirements of the Sub Camp budget.</p> <p>Identify risks and issues at the earliest opportunity.</p> <p>Any other duty as agreed with the Sub Camp Chief.</p> <p>Adopt the philosophy that a positive and 'can do' attitude by the Sub Camp, especially during arrivals, as this will set the tone for the event and is what the Leaders will remember</p>

Person Specification

Experience:	<p>Experience of previous Jamborees and/or large scale camps would be helpful</p> <p>Some experience of providing programme to scouting/guiding events, including an appreciation of safety and risk.</p>
Skills:	<ul style="list-style-type: none"> • Ability to lead a team • 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. • Strong organisational skills • Strong communication skills • Able to think creatively adapt, reassess, and solve problems leading up to and during the event • Good IT skills and use of electronic communications essential • Ability to summarise information for different audiences



	<ul style="list-style-type: none">• Willing to speak one's mind and listen to the views of others.• Able to maintain independent and objective judgement
Personal Attributes:	<p>Pre Jamboree Commitment Required, including part of build week. A Member of the Scout or Guide Associations. Hold a current enhanced DBS/PVG check. Attendance at evening and weekend meetings and activities. To be a full and active participant in BrumJam Sub Camp team meetings and activities. A commitment to understanding, forming opinions and back decisions on the key discussion points and responsibilities of the BrumJam Organising Team</p>