



## Role Description

<b>Position:</b>	Sub Camp Communication Co-ordinator
<b>Department:</b>	Sub Camps Team
<b>Responsible to:</b>	Sub Camp Team Leader
<b>Responsible for:</b>	
<b>Role Summary:</b>	Support the Sub Camp Chief and Team Leader in the effective communication of information between the Sub Camp Chief and the Groups/Participants.
<b>Key Responsibilities:</b>	<p>Work in co-ordination with the other BrumJam Sub Camp Team Leaders and Communication Co-ordinators.</p> <p>Manage the communication of information within your Sub Camp.</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>Be fully briefed on key information and plans</p> <p>Prepare budget costs (if required) 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

<b>Experience:</b>	<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>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team, enthusiastic for any challenge.</li> <li>• A "can do" attitude, prepared to go the extra mile for the participants.</li> <li>• Strong organisational skills</li> <li>• Strong communication skills</li> <li>• Able to think creatively adapt, reassess, and solve problems leading up to and during the event</li> <li>• Good IT skills and use of electronic communications essential</li> <li>• Ability to summarise information for different audiences</li> <li>• Willing to speak one's mind and listen to the views of others.</li> <li>• Able to maintain independent and objective judgement</li> </ul>



<b>Personal Attributes:</b>	<p>Pre Jamboree Commitment Required, including part of build week.</p> <p>A Member of the Scout or Guide Associations.</p> <p>Hold a current enhanced DBS/PVG check.</p> <p>Attendance at evening and weekend meetings and activities.</p> <p>To be a full and active participant in BrumJam Sub Camp team meetings and activities.</p> <p>A commitment to understanding, forming opinions and back decisions on the key discussion points and responsibilities of the BrumJam Organising Team</p>
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