



Role Description

Position:	Sub Camp General Support Co-ordinator
Department:	Sub Camps Team
Responsible to:	Sub Camp Team Leader
Responsible for:	
Role Summary:	Support the Sub Camp Chief and Team Leader in the delivery of an effective Sub Camp. Picking up issues that need resolution.
Key Responsibilities:	<p>Work in co-ordination with the other BrumJam Sub Camp Team Leaders and General Support Co-ordinators.</p> <p>Develop and Manage the “dressing up” of the Sub Camp Marquee</p> <p>Develop and build the Sub Camp Gateway</p> <p>Support the Sub Camp Activity Days</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 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 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 • 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.</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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