



Role Description

Position:	Sub Camp Team Leader Includes - 3 x Participant Sub Camps and 1 x Staff Sub Camp
Department:	Sub Camps Team
Responsible to:	Sub Camp Chief
Responsible for:	Sub Camps Team x 3 people (Activities, Communications and Support Co-ordinators)
Role Summary:	Support the Sub Camp Chief in the development and delivery of BrumJam 2020. Taking the lead in the delivery of your Sub Camp
Key Responsibilities:	<p>Work in co-ordination with the other BrumJam Sub Camp Leaders.</p> <p>Recruit Team Leaders and key members of the team (Activities, Communications and Support Co-ordinators).</p> <p>Manage the co-ordination of the Sub Camp</p> <p>Deliver the Sub Camps Programme Day (In coordination with Programme Chief)**</p> <p>Manage the arrangements for the Group/Staff Camping Allocations for arrivals day</p> <p>Manage the arrangement for the Groups Departure Planning</p> <p>Manage the Welfare and pastoral needs of the Sub Camp</p> <p>To attend and run meetings and events as appropriate.</p> <p>To regularly report to the Sub Camp Chief.</p> <p>Manage the communication of information between the Sub Camp Chief and the Sub Camp team co-ordinators and ensure all information is available and all the team are fully briefed</p> <p>Prepare role descriptions for Sub Camp Team Co-ordinators</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>Support the Support Team to ensure any risk assessments are produced as required.</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> <p>** Alternative duty for Staff Sub Camp Team Leader – support the planning of the Staff Catering including working with the Staff Catering Team Leader to ensure the procurement of catering equipment and provisions.</p> <p>** Alternative duty for Staff Sub Camp Team Leader – support the Programme Team in the delivery of Staff Entertainment</p>

Person Specification

Experience:	Experience of previous Jamborees and/or large scale camps would be helpful Some experience of providing programme and managing a Sub Camp to scouting/guiding events, including an appreciation of safety and risk.
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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• 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 Organising 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>