



Role Description

Position:	Sub Camps Chief
Department:	Sub Camps Team
Responsible to:	Jamboree Chief
Responsible for:	Participant Sub Camps Team Leaders x 3 Staff Sub Camp Team Leader x 1 Staff Sub Camps Catering Team Leader x 1 Crèche Team Leader x 1 Welfare Team Leader x 1
Role Summary:	Support the Jamboree Chief in the development and delivery of BrumJam 2020. Taking the lead in the delivery of the three (3) Participant Sub Camps (for the Groups) and one (1) Staff Sub Camp to make the Jamboree a success.
Key Responsibilities:	<p>Work in co-ordination with the other BrumJam Organising Team Department Chiefs. Recruit Team Leaders and key members of the team.</p> <p>Manage the co-ordination of the 3 x Participant Sub Camps and 1 x Staff Sub Camp.</p> <p>Deliver the Sub Camps Programme Day (In coordination with Programme Chief)</p> <p>Manage the arrangements for the Staff Catering</p> <p>Manage the arrangements for the Group Camping Allocations for arrivals day</p> <p>Communicate the arrangements for the Groups Departure Planning</p> <p>Manage the arrangement for the Staff Sub Camp including welcome, camping allocations and staff welfare to ensure the Staff have a good time</p> <p>Manage the arrangement for the Crèche</p> <p>Manage the Welfare and pastoral needs of all Sub Camps</p> <p>To attend and run meetings and events as appropriate.</p> <p>To regularly report to the Jamboree Chief.</p> <p>Manage the communication of information between the Organising Team and the Sub Camp team 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 Jamboree 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 Jamboree Chief.</p> <p>Adopt the philosophy that a positive and 'can do' attitude by the Sub Camps especially during arrivals 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.</p> <p>Some experience of providing programme and managing Sub Camps to scouting/guiding events including an appreciation of safety and risk.</p>
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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 planning 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>