



Role Description – Evening Activities Co-Ordinator

Responsible to:

1. Deputy Camp Chief – Activities
2. Head of Finance

Role Summary: Responsible for the booking and managing of the evening activities during the jamboree.

Responsible for:

- Resourcing activities to cater for various ages
- Working alongside the programme co-ordinator to deliver an evening programme, entertainment and activities for participants.
- Handling the bookings for evening activities and entertainment for the jamboree
- Ensuring all activities are compliant with relevant health and safety guidelines and have appropriate insurance
- Managing external suppliers on site during the event
- Handling any issues which occur during the jamboree
- Comply with finance to ensure activities are cost effective and value for money
- Ensure deposits and bookings are paid for in the given time frame

Person Specification:

Essential

- Highly organized and work well with deadlines
- Have a sense of humour
- Ability to communicate well with people of all ages
- Quick thinking and adaptable to change
- Have the ability to attend evening and weekend meetings and activities

Desirable

- Previous Jamboree or similar size event experience
- Experience of handling external suppliers for events
- Knowledge of suitable entertainment for people of various ages

Membership Requirement: A member of the Scout or Guiding associations and hold a current Scouting or Guiding DBS which is valid until the end of AJ2020.