



## Role Description – Programme Co-ordinator

### Responsible to:

1. Deputy Camp Chief – Activities
2. Camp Chief and Deputy Camp Chief

**Role Summary:** Responsible for the development and maintenance of the jamboree programme working alongside the activities team and subcamp chiefs.

### Responsible for:

- Ensuring the jamboree programme runs smoothly during the event
- Assessing and coordinating the planned time scales of the activities for the jamboree
- Handling any issues which occur before and during the jamboree
- Liaising with the activities team regarding activities and time scales.

### Person Specification:

#### Essential

- Great organisational skills
- Good timekeeping practice
- Able to work well under pressure
- Ability to communicate well with people of all ages
- Great team player
- Have a sense of humour
- Have the ability to attend evening and weekend meetings
- Quickly adapt to changes in all circumstances
- Willingness to take the lead to ensure the jamboree programme is kept to its set time scales.

#### Desirable

- Previous Jamboree or similar size event experience
- Experience of managing people
- Experience of programme and/or event planning

**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.