



Role Description – Subcamp Lead – 5 Appointments

Responsible to:

- Deputy Camp Chief – Activities
- Deputy Camp Chief – Marketing and Communications

Role Summary: The leadership of the appointed Sub Camp and ensure the overall theme to the event is undertaken in the Sub Camps and the delivery of quality support to contingent Leaders and participants.

Responsible for:

- Appoint & manage a team to deliver the Sub Camp experience
- Plan, organise and deliver a programme of events to supplement the main activities of the Jamboree
- Work with the Deputy Camp Chief – Activities and Head of Admin and Guest Services regarding activities on the sub camp and the visitor's day
- In liaison with Head of Health and Safety provide a first response first aid point, adequate and distributed Fire points throughout the sub camp
- Carry out risk assessments for your sub camp and any extra activities you have planned
- To liaise with the Head of Infrastructure and Site Services in respect to sub camp equipment
- To inform Head of Infrastructure and Site Services of equipment required (e.g. tables, chairs etc.) at least 12 months prior to the event
- Be responsible for the budget allocated to your sub camp
- Be the first point of call for participants who require assistance or help (from the point when a contingent is allocated to your sub camp until they depart after the jamboree)
- Be responsible for the allocating of groups within your area and liaising with the Head of Health and Safety and/or their deputy with regard to Health & Safety arrangements
- Be responsible for the security & discipline within your site
- Attending regular AM and PM meetings with Deputy Camp Chief – Marketing and Communications whilst on site to relay any essential information or queries from either side
- To assist and share resources with fellow Sub Camp Leaders avoiding duplication
- Other ASJ2020 roles as appropriate

Person Specification:

Essential

- Highly organised and confident in dealing with high volumes of queries and requests
- Professional manner when answering queries
- Excellent written and verbal communication skills
- Good interpersonal skills
- Have a sense of humour
- Ability to communicate well with people of all ages
- Have the ability to attend evening and weekend meetings and activities

Desirable

- Previous Jamboree or similar size event experience

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.