



Contingent Management Team (CMT)

Volunteer role.

European Scout Jamboree 2020.

Applicant Information Pack.

This application pack is designed to provide information about volunteer role.

Introduction

This Jamboree is a joint WOSM & WAGGGS event being held in Gdansk, Poland from 27th July – 7th August 2020. It will be 15 years since the last European Jamboree has been held and this event is designed to celebrate Scout & Guide values, strengthening our international community and provide young people across Europe to meet & learn from each other. It is anticipated that there will be 25,000 young people and adult volunteers from across Europe. Please note however the above dates are for the Jamboree and it is anticipated that the contingent will also have post jamboree camp extension in Poland and earlier days are possible due to flight availability.

Scouting Ireland's vision is for a Troop of 36 Scouts and 4 Adult Scouters, along with an additional 5 adults in an International Service Team (IST) capacity, from each of the 42 Scout Counties.

There are now some very exciting opportunities to join the Contingent Management Team (CMT) to deliver this life-changing experience for young people and adults from all 6 Provinces of Scouting Ireland.

The CMT responsibilities will include:

- Developing a plan and timeline to lead the largest contingent ever abroad!
- Develop a risk assessment and mitigate risk.
- Deliver a contingent project within budget.
- Recruiting additional members to the contingent at all levels.
- Working in partnership with Scouting Ireland staff to plan, deliver and review the event.
- Report to the International Commissioner on all stages of the project including pre and post Jamboree.

Individual CMT members will take responsibility for key areas as follows:

- Equipment Logistics
- Communications and Marketing
- Administration
- Contingent Support TROOPS
- Contingent Support IST
- Welfare and Well Being
- Post Jamboree camp

There will be other smaller areas of work allocated to CMT members. The CMT will very much be a collaborative approach.

Individual role information

The Contingent is seeking a team of talented, dedicated and enthusiastic adults to plan and execute an adventure including post camp experience to European Jamboree 2020.

If you think you have what it takes, read on!

The following information provides an outline for each role.

More Detailed role descriptions will be developed between the appointed individual and the Contingent Leader.

Position Description - Administration Manager

Position Objective: Administration Manager will be responsible for record keeping and file management.

Key Responsibilities

- Minute and distribute meetings of CMT
- Manage applicant registration, working alongside Troop Liaison Manager, IST Manager and staff members
- Manage the main contingent email address and direct queries where necessary
- Manage file storage in accordance with best practice
- Carries out any other functions or duties as required by the Head of Contingent or his designee

Key Selection Criteria

- Experience in administration of large groups
- High attention to detail
- Demonstrated ability to work as part of a team
- Availability for the full Jamboree and post-camp

Time Commitment: This position requires a consistent time commitment in the lead up to the event. It would not be unusual to spend 2-4 hours per week, most weeks on the project. Weekends away promoting the event are also expected.

Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution taking into account their work or study requirements. This is a volunteer position.

How to Apply

Applications should be forwarded by email to the Contingent Leader, Gerry Finnegan, ej2020@scouts.ie by 15TH March 2019.

Your application should include:

- A brief history on yourself and details of your current and previous Scouting background;
- Prior relevant experience;
- Your vision for the role;
- How you address the key selection criteria;
- Include contact details for 2 relevant referees within Scouting;
- Why you feel you are the best candidate for the position