



## Contingent Management Team (CMT)

Volunteer roles.

European Scout Jamboree 2020.

# Applicant Information Pack.

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

## 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 - Marketing & Communications Manager

**Position Objective** The Marketing and Communications Manager will be responsible for the preparation and delivery of an effective promotional campaign helping to support registration targets. They will also be responsible for communications which profiles the event to family members and the broader community as well as documenting the event itself.

### Key Responsibilities

- Prepare a detailed marketing and promotions plan.
- Monitor and regularly update the Contingent social media presence.
- Prepare marketing material for distribution to all eligible Scouts, Venture Scouts, Rover Scouts and Scouters, Groups, Counties and Provinces.
- Generate hype and anticipation about the event and joining the Contingent.
- Prepare communications content for the website, newsletters and other general communication as required.
- During the event, coordinate communications back to family members and friends and provide guidance and support to the Contingent Media Team collecting video and photo footage.

### Key Selection Criteria

- Past demonstrated experience in marketing similar events within or outside of Scouting.
- High attention to detail.
- A creative thinker who can find new and innovative ways to generate interest.
- Demonstrated ability to work as a member of a team and mentor younger members.
- The applicant must be able to attend the event.

**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](mailto:ej2020@scouts.ie) by 11th January 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

## Position Description - IST Manager

**Position Objective:** the IST Manager will be responsible for, in conjunction with the Marketing and Communications Manager, the recruitment of Scouting Ireland members who are interested in becoming IST. They will then co-ordinate activities of IST pre Jamboree, and work alongside the Welfare Manager during the Jamboree in relation to IST.

### Key Responsibilities

- Recruits, co-ordinates and promotes the participation of Irish Rover Scouts & Scouters in the Jamboree as IST
- Guides IST members to choose and shortlist their Job choices
- Creates an atmosphere of participation and fun, ensuring full involvement with the contingent in the run up to, and during, the Jamboree
- Acts as a point of contact for the Irish IST
- Develops a post-Jamboree experience for IST participants in conjunction with the CMT
- Carries out any other functions or duties as required by the Head of Contingent or his designee

### Key Selection Criteria

- IST member at a previous Jamboree event
- Ability to communicate with adults in a fun and informative way verbally, by email, with social media and in bulletins. Leading and chairing meetings will also be necessary
- Ability to support and develop a diverse team
- Ability to work as a member of a team and mentor younger members.
- 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.

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## Position Description - Troop Liaison Manager

**Position Objective:** the Troop Liaison Manager will be responsible, in conjunction with the Marketing and Communications Manager, for the recruitment of patrols and troops. They will also co-ordinate activities of patrols and troops before the Jamboree.

### Key Responsibilities

- Acts as a liaison between Troop Leaders and CMT
- Develops a strategy to ensure a consistent standard for all troops, ensuring all participants have an excellent Jamboree experience
- Creates an atmosphere of participation and fun, ensuring full involvement of troops with the contingent before, during and after the Jamboree
- Acts as the main point of contact for the Troop Leaders
- Develops a post-Jamboree experience for Troops with the CMT
- Carries out any other functions or duties as required by the Head of Contingent or his designee.

### Key Selection Criteria

- Minimum Troop Leader at previous Jamboree event.
- Ability to communicate with Adults in a fun and informative way, through vocal, email, social media and bulletins. Leading and chairing meetings will also be necessary.
- Ability to understand the diversity of experience of Troop Leaders
- 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.

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## **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.

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## Position Description - Welfare and Wellbeing Manager

**Position Objective:** The Welfare and Wellbeing Manager will look after the physical and mental wellbeing of the Contingent and to be a listening ear for all Contingent members.

### Key Responsibilities

- Develops a strategy to support all members of the Contingent
- Supports IST Manager and Troop Leaders in the welfare of their charges
- Plans and implements crisis response for the Contingent
- Carries out any other functions or duties as required by the Head of Contingent or his designee

### Key Selection Criteria

- Past demonstrated experience in Welfare and pastoral care at similar events within or outside of Scouting.
- Have training in a recognised crisis management discipline
- Ability to work as a member 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.

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## Position Description - Logistics Manager

**Position Objective:** The Logistics Manager will look after the transportation of equipment between Ireland and the Jamboree site

### Key Responsibilities

- Co-ordinate the shipment of equipment to Jamboree site and back.
- Work with Troop Leaders and IST Manager on transportation of equipment

### Key Selection Criteria

- Experience in transportation of equipment within or outside of Scouting.
- Knowledge of transportation networks
- Ability to work as a member of a team

**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.

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## Position Description - Post Camp Manager

The Post-Camp Manager will organise approx 6 Post camp locations and 2 to 3 IST Post-Camp locations.

### Key Responsibilities

- Research locations for Post Camp experiences for Troops and IST
- Book and organise Post Camp Experience within agreed budget including internal transport, activities, and accommodation

### Key Selection Criteria

- Knowledge of Poland and Polish language would be an advantage
- Experience of leading groups abroad
- Ability to work as a member of a team
- Ability to develop and mentor young people

**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.

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