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Scouting Ireland Staff

25th January 2013

Recruitment – World Scout Jamboree Contingent Management Team

Dear Scouter,

As you are aware, Stephen Carey was appointed Contingent Leader of the Scouting Ireland contingent to the 23rd World Scout Jamboree in Japan 2015.

After the much celebrated success of the Scouting Ireland Contingent to the 22nd World Scout Jamboree in Sweden 2011, we are anxious that we build on this momentum and offer the opportunity of participating in a World Scout Jamboree to as many young people as possible.

Enclosed, as part of this mailing are five job specifications to which Stephen wishes to recruit Adult Scouters as part of the World Scout Jamboree 2015 **Volunteer Contingent Management Team**. If you or any member of your team is interested in any of these positions please complete the [online application form](#), attaching and uploading a CV and indicating your desired role.

Please note that all applications must be received into National Office no later than 16:00 on Friday 22nd February 2013.

Yours in Scouting

Seán Farrell
National Secretary

PATRON Michael D. Higgins
PRESIDENT OF IRELAND

Reg. No. 397094
Charity No. CHY3507



Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee.
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Scouting Ireland Contingent

World Scout Jamboree

Japan 2015



ROLE OF THE DEPUTY CONTINGENT LEADER

The Deputy Contingent Leader is primarily responsible for deputising for the Contingent Leader and assisting in the management and co-ordination of the Scouting Ireland Contingent to the World Scout Jamboree in accordance with the policies of Scouting Ireland for the benefit of the Scouts and Scouters within the Contingent.

Term of Office

Appointed by the Contingent Leader until the completion of the World Jamboree Report after attendance at the World Scout Jamboree.

Key areas of responsibility

- To assist in the leading of the Scouting Ireland Contingent at the World Scout Jamboree
- To assist in the co-ordination of the work of the Contingent Team.
- To assist in the overseeing of the preparation of the Scouts and Scouters representing Scouting Ireland at the World Jamboree
- To ensure the observance of the policies and guidelines of the Association by the Scouts and Scouters of the Contingent.
- To report to the Contingent Leader at regular intervals
- To attend meetings of any part of the Contingent as necessary.
- To assist in the overseeing of the Troop & IST selection and training process
- To support Scout Troops (Scouts & Scouters) from Scouting Ireland at the World Scout Jamboree
- To support Scouts and Scouters from Scouting Ireland who are members of the IST at the World Scout Jamboree
- To deputise for the Contingent Leader at meetings and briefings of the World Scout Jamboree Organising Team where necessary
- To carry out any other functions or duties as required by the Contingent Leader

Working with

- Scouting Ireland World Scout Jamboree Contingent Leader
- Scouting Ireland World Scout Jamboree Contingent Team
- Scouting Ireland World Scout Jamboree Contingent members
- National Management Committee Jamboree Sub Committee
- International Commissioner & International Team
- World Scout Jamboree Organising Team

Accountable to

- Scouting Ireland World Scout Jamboree Contingent Leader
- International Commissioner
- National Secretary
- National Management Committee

Time commitment

While the appointment description should include an honest estimate of the time commitment required, it should allow for flexibility in relation to the personal time constraints of the individual. The time required for the Deputy Contingent Leader appointment can be hard to quantify, but it is in line with a senior management position and is complete upon the submission of the Contingent World Jamboree Report after attendance at the World Scout Jamboree. Formal meetings of the Contingent Team need to be attended on a regular basis. Attendance at the World Scout Jamboree is necessary.

Qualifications

- Membership of the Association in accordance with the Rules.
- Customised Training
- Full Knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the key areas of responsibility.

ROLE OF THE CONTINGENT ADMINISTRATOR

The Contingent Administrator with co-ordinate the administration team who's primarily responsibility is the administration of, and communication within, the Contingent and maintenance of records for the Contingent whilst assisting in the management and co-ordination of the Scouting Ireland Contingent to the World Scout Jamboree in accordance with the policies of Scouting Ireland for the benefit of the Scouts and Scouters within the Contingent.

Term of Office

Appointed by the Contingent Leader until the completion of the World Jamboree Report after attendance at the World Scout Jamboree.

Key areas of responsibility

- To lead and manage the Scouting Ireland World Scout Jamboree Contingent Administration team
- To collate and maintain a database of all Contingent members
- To ensure effective communications within the Contingent and communicate regularly with Contingent members
- To ensure correct registration of all Contingent members with the World Scout Jamboree Organising Team
- To ensure collection of fees from all Contingent members
- To assist in the co-ordination of the work of the Contingent Team.
- To report to the Contingent Leader at regular intervals
- To attend meetings of any part of the Contingent as necessary.
- To support Scout Troops (Scouts & Scouters) from Scouting Ireland at the World Scout Jamboree
- To support Scouts and Scouters from Scouting Ireland who are members of the IST at the World Scout Jamboree
- To carry out any other functions or duties as required by the Contingent Leader

Working with

- Scouting Ireland World Scout Jamboree Contingent Leader
- Scouting Ireland World Scout Jamboree Contingent Administration team
- Scouting Ireland World Scout Jamboree Contingent Team
- Scouting Ireland World Scout Jamboree Contingent members
- National Management Committee Jamboree Sub Committee
- World Scout Jamboree Organising Team
- National Office Administrative Support Staff

Accountable to

- Scouting Ireland World Scout Jamboree Contingent Leader
- International Commissioner
- National Secretary
- National Management Committee

Time commitment

While the appointment description should include an honest estimate of the time commitment required, it should allow for flexibility in relation to the personal time constraints of the individual. The time required for the Contingent Administrator appointment can be hard to quantify, but it is in line with a senior management position and is complete upon the submission of the Contingent World Jamboree Report after attendance at the World Scout Jamboree. Formal meetings of the Contingent Team need to be attended on a regular basis. Attendance at the World Scout Jamboree is necessary.

Qualifications

- Membership of the Association in accordance with the Rules.
- Customised Training
- Full Knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the key areas of responsibility.

Scouting Ireland Contingent

World Scout Jamboree

Japan 2015



ROLE OF THE CONTINGENT OPERATIONS MANAGER

The Contingent Operations Manager is primarily responsible for the control and coordination of the equipment procurement and transport of said equipment to and from Japan. As well as heading the logistics team who's job it will be to co-ordinate the logistics of any pre or post Jamboree contingent event, whilst assisting in the management and co-ordination of the Scouting Ireland Contingent to the World Scout Jamboree in accordance with the policies of Scouting Ireland for the benefit of the Scouts and Scouters within the Contingent.

Term of Office

Appointed by the Contingent Leader until the completion of the World Jamboree Report after attendance at the World Scout Jamboree.

Key areas of responsibility

- Research & recommend shipping arrangements for S.I. Contingent Equipment.
- Research & recommend travel arrangements for members of the S.I. Contingent.
- Research & recommend in the acquiring and storage of equipment.
- Report to the Contingent Leader at regular intervals
- Attend Contingent Meetings as necessary
- To support Scout Troop (Scouts & Scouters) from Scouting Ireland at the World Scout Jamboree
- To support Scouts and Scouters from Scouting Ireland who are members of the IST at the World Scout Jamboree

Working with

- Scouting Ireland World Scout Jamboree Contingent Leader
- Scouting Ireland World Scout Jamboree Contingent Logistics Team
- Scouting Ireland World Scout Jamboree Contingent Team
- Scouting Ireland World Scout Jamboree Contingent members

Accountable to

- Scouting Ireland World Scout Jamboree Contingent Leader
- International Commissioner
- National Secretary
- National Management Committee

Time commitment

While the appointment description should include an honest estimate of the time commitment required, it should allow for flexibility in relation to the personal time constraints of the individual. The time required for the Contingent Operation Manager appointment can be hard to quantify, but it is in line with a senior management position and is complete upon the submission of the Contingent World Jamboree Report after attendance at the World Scout Jamboree. Formal meetings of the Contingent Team need to be attended on a regular basis. Attendance at the World Scout Jamboree is necessary.

Qualifications

- Membership of the Association in accordance with the Rules.
- Customised Training
- Full Knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the key areas of responsibility.



ROLE OF THE CONTINGENT TREASURER

The Contingent Treasurer is primarily responsible for the control and coordination of budgets and finance for the Contingent whilst assisting in the management and co-ordination of the Scouting Ireland Contingent to the World Scout Jamboree in accordance with the policies of Scouting Ireland for the benefit of the Scouts and Scouters within the Contingent.

Term of Office

Appointed by the Contingent Leader until the completion of the World Jamboree Report after attendance at the World Scout Jamboree.

Key areas of responsibility

- To prepare and oversee the budget for the Contingent
- To account for all income and expenditure of the Contingent
- To oversee the implementation of expenditure controls and authorisation of expenditure for the Contingent
- To ensure timely payment of fees to the World Scout Jamboree Organising Team
- To assist in the co-ordination of the work of the Contingent Team.
- To report to the Contingent Leader at regular intervals
- To attend meetings of any part of the Contingent as necessary.
- To support Scout Troops (Scouts & Scouters) from Scouting Ireland at the World Scout Jamboree
- To support Scouts and Scouters from Scouting Ireland who are members of the IST at the World Scout Jamboree
- To carry out any other functions or duties as required by the Contingent Leader

Working with

- Scouting Ireland World Scout Jamboree Contingent Leader
- Scouting Ireland World Scout Jamboree Contingent Team
- Scouting Ireland World Scout Jamboree Contingent members
- National Management Committee Jamboree Sub Committee
- World Scout Jamboree Organising Team
- National Treasurer and National Office Finance Staff

Accountable to

- Scouting Ireland World Scout Jamboree Contingent Leader
- International Commissioner
- National Secretary
- National Management Committee

Time commitment

While the appointment description should include an honest estimate of the time commitment required, it should allow for flexibility in relation to the personal time constraints of the individual. The time required for the Contingent Treasurer appointment can be hard to quantify, but it is in line with a senior management position and is complete upon the submission of the Contingent World Jamboree Report after attendance at the World Scout Jamboree. Formal meetings of the Contingent Team need to be attended on a regular basis. Attendance at the World Scout Jamboree is necessary.

Qualifications

- Membership of the Association in accordance with the Rules.
- Customised Training
- Full Knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the key areas of responsibility.

ROLE OF THE CONTINGENT FOOD HOUSE CO-ORDINATOR

The Contingent Food house coordinator will co-ordinate the Irish Food house management team, in the full running of a professional restaurant for all at the Jamboree. The food house management team will oversee the designing, building and maintenance of the food house as well as the day to day operation of the restaurant. They will be responsible for food ordering and deliveries as well as menu design and marketing.

Term of Office

Appointed by the Contingent Leader until the completion of the World Jamboree Report after attendance at the World Scout Jamboree.

Key areas of responsibility

- To lead and manage the Scouting Ireland World Scout Jamboree Contingent Food House management team
- To assist the Contingent leader in appointing the various members of the Food House management team
- To oversee, along with the food house treasurer a viable budget for the food house
- To liaise with the food house chefs to ensure a varied and ample menu is designed and delivered
- To co-ordinate the feeding of staff on full contingent events
- To liaise with the food house operations manager in providing adequate evening entertainment in the food house
- To report to the Contingent Leader at regular intervals
- To attend meetings of any part of the Contingent as necessary.
- To carry out any other functions or duties as required by the Contingent Leader

Working with

- Scouting Ireland World Scout Jamboree Contingent Leader
- Scouting Ireland World Scout Jamboree Contingent Food House management team
- Scouting Ireland World Scout Jamboree Contingent Team
- Scouting Ireland World Scout Jamboree Contingent members
- National Management Committee Jamboree Sub Committee
- World Scout Jamboree Organising Team – Food House Co-ordinator
- National Treasurer

Accountable to

- Scouting Ireland World Scout Jamboree Contingent Leader
- International Commissioner
- National Secretary
- National Management Committee

Time commitment

While the appointment description should include an honest estimate of the time commitment required, it should allow for flexibility in relation to the personal time constraints of the individual. The time required for the Contingent Food House co-ordinator appointment can be hard to quantify, but it is in line with a senior management position and is complete upon the submission of the Contingent World Jamboree Report after attendance at the World Scout Jamboree. Formal meetings of the Contingent Team need to be attended on a regular basis. Attendance at the World Scout Jamboree is necessary.

Qualifications

- Membership of the Association in accordance with the Rules.
- Customised Training
- Full Knowledge and understanding of the aims and policies of the Association
- Full Knowledge and understanding of a working restaurant
- To demonstrate an ability to discharge the key areas of responsibility.