



## Role Description

### Jamboree Chief : Essex International Jamboree 2012

**Title:** Jamboree Chief: Essex International Jamboree 2012

**Responsible to:** County Commissioners (or nominee)

**Responsible for:** Leading and managing the planning and delivery of the 2012 Essex International Jamboree

#### Main Contacts

**Internal:** Scout County Commissioner  
Guide County Commissioners  
Jamboree Managers

#### External:

**Role Summary:** To lead and manage the Essex International Jamboree 2012

#### Main Activities:

To act as the County Commissioners representative on the Jamboree Management Team, to attend management meetings and report to the County Commissioners.

To recommend to the County Commissioners for their approval, the Jamboree Management Team as follows;

- Deputy Jamboree Chief** - will assist in all aspects of the Jamboree Chief's role
- Financial Manager** - will be responsible for all financial aspects of the Jamboree operating with assistance within guidelines set by County Commissioners including the setting and monitoring of budgets, retail and the bank
- Health and Safety Manager** - will be responsible for all aspects of H&S at the Jamboree and ensuring Jamboree activities adhere to POR and act as liaison with EHO and other licensing/regulatory bodies, security, welfare and emergency/incident management
- Facilities Manager** – will be responsible for the provision of the site, infrastructure, transport, waste management and site services
- Programme Manager** – will be responsible for activities, international programme and entertainment
- PR Manager** – will be responsible for all internal and external: pre-event marketing and information, media liaison and coverage before/during and after, on site communications, theming, badges and scarves
- HR Manager** – will be responsible for registration, staff, sub camps and international attendees

In conjunction with the Jamboree Management Team to recommend to the County Commissioners for approval the proposed size (max. number of participants), the venue, principle objectives of the event and sub division of further responsibilities across management team.

To approve the selection of Department Heads, appointed by the Jamboree Managers.

To oversee the function of the Management Team and Jamboree personnel to ensure the efficient planning and delivery of the event within budget and meeting objectives.

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To act as co-opted Management Team member of all sub-teams and attend sub-meetings (or nominate attendee) as appropriate.

To ensure the liaison and sharing of information, ideas and functions between all teams and personnel.

Regularly report to the County Commissioners.

Responsible for Local Liaison (or nomination of representative).

To implement a review and feedback process including recommendations for any following event.

**Personal Specification:**

Attendance at evening and weekend meetings and activities.

Electronic communication essential.

Need to attend other departmental meetings.

Good interpersonal skills.

Ability to manage others

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