



# Staff Role Description

## ADMINISTRATOR

26th July to 2nd August 2008

[www.essexscouts.org.uk/jamboree](http://www.essexscouts.org.uk/jamboree)

Department:	No. Posts Avail:	Ref:
INTERNATIONAL	1	INT/ADM/AD

### Brief Role Description:

To manage the registration and administrative functions of the International Department

### Duties:

- Registration duties – to be defined with Jamboree Registration Team
- Manage communication with International Units
- Manage communication within the Department
- Coordinate Department meetings at all levels (i.e. collating minutes and action plans)

### Responsible To:

- Head of Department

### Staff Responsibility For:

- None

### Internal Department Liaison:

- Deputy Heads of Department
- Team Leaders
- Team Members

### External Department Liaison:

- Jamboree Chiefs
- Jamboree Executive
- Jamboree Registrar

### Experience:

- Experience of minute taking
- Efficient communication capability
- Organisational skills

### Qualifications:

- A pre Jamboree commitment is required.
- Over 21 years of age
- A member of either the Girlguiding or Scout Association or a willingness to join either.
- A completed and cleared CRB (Criminal Records Bureau) check where relevant

