



Staff Role Description

ADMINISTRATOR

26th July to 2nd August 2008
www.essexscouts.org.uk/jamboree

Department:	No. Posts Avail:	Ref:
RETAIL	1	RET/ADM/AD

Brief Role Description:

To manage the administrative functions of the Retail Department

Duties:

- Manage communication with Teams
- 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
- Other Heads of Department

Experience:

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

Qualifications:

- A pre Jamboree commitment is required.
- 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

