



## **Job Description:**

# **2015 Jamboree Contingent Management team**

### **Role Purpose**

To lead and manage a Jamboree Contingent attending the 23<sup>rd</sup> World Scout Jamboree in Japan in 2015.

### **Functions**

1. To attend the World Scout Jamboree in Japan (at own cost) and be responsible for the safety and operation of the Contingent
2. To manage the Troop Scouters team
3. To set and monitor budgets and manage the finances of the Jamboree Contingent as described in the Finance, Fundraising and Administration Policy
4. To appoint the Troop and Assistant Troop Scouters team
5. To be involved in the process of selecting youth participants for the Jamboree Contingent
6. To be the main contact for SCOUTS South Africa National Office to pass on information about the SCOUTS South Africa Contingent's preparations to the participants
7. To communicate all relevant information about the Jamboree to relevant parties (e.g. Troop Scouters, young people and their parents, SCOUTS South Africa National Office contacts, etc)
8. To ensure a programme of activity, training and team building (including weekend camps and other Troop events) is developed for the Troops and leadership team to build a functioning and cohesive team in time for the Jamboree
9. To encourage the raising of funds by the young people in the Contingent
10. To work with the SCOUTS South Africa National office in procuring items such as t-shirts, badges, etc
11. To work with the PR Manager from SCOUTS South Africa on the display at the Jamboree as well as for press releases on the event
12. To provide a written report on conclusion of the Jamboree
13. Any other duties as may be reasonably requested by the Chief Commissioner

### **Accountability & Reporting Structure**

Applicable Policies to the Role	Organisational Rules
Report to	All Policies
Peers	Chief Commissioner
Manages	SSA Exco Members
	Contingent Troop Scouters

### **Delegated Authority**

To act as the SSA representative for the duration of the Jamboree

### **Period of Appointment**

January 2014 – September 2015

### **Appointment Procedure**

Chief Commissioner to appoint on application