



## Job Description: Sanjamb 2021 – Admin Portfolio

Sanjamb is a National Jamboree event of SCOUTS South Africa which is held every 4 years.

### Role Purpose

1. To lead, manage and deliver the effective administration for Sanjamb in accordance with SCOUTS South Africa (SSA) Constitution, Organisational Rules and Policies.
2. To represent the interests and views of the Sanjamb Organising Committee in all interactions and communications.

### Functions

1. Develop a registration process for all participants and staff. All registration is to be done through the National Membership Management System – 'Scouts.Digital'.
2. Ensure that all relevant information for each participant and staff member is available to the Organising Committee before and during the event, and that this information is managed in compliance with POPIA.
3. Ensures that all participants have a valid, signed SSA Parent Consent Form and have completed all the required medical information on the form.
4. Assist with the allocation of staff to the various Sub Camp and Activity Centre roles required, based on individual application and preferences where possible.
5. Assist with the allocation of participants to the different Sub Camps to ensure that there is a representation of different Regions and Groups in each Sub Camp.
6. Supports the Finance Portfolio, by providing regular updates of the participants list to assist with the tracking of payments of camp fees.
7. Manages the arrival and check in procedures, as well as the departure arrangements for all participants and staff during the event.
8. In conjunction with the Chair: Organising Committee perform any other duties as may reasonably be required to ensure a successful event.

### Previous Experience

1. Knowledge and insight into managing the administration of large numbers of people.
2. Have held a similar role for a large event or have experience in planning of large events.

### Accountability & Reporting Structure

Report to: Chair Organising Committee  
Peers: Members of Organising Committee

### Period of Warrant

From appointment date until 6 months after Sanjamb 2021.

### Appointment Procedure

Process as described in the Adult Support Policy.

### Other Agreed Tasks

As agreed from time to time with the Chair: Organising Committee.