



## Job Description: Chair: Sanjamb Organising Committee

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

### Role Purpose

To manage and oversee the planning and execution of the next National Jamboree in South Africa in December 2021.

### Functions

Oversee the timeous completion of the following, in accordance with SSA Policies and procedures:

1. In conjunction with the Chief Commissioner and the Chair: National Scout Programme appoint an organising committee consisting of at least the following portfolios: Camp Chief, Activities, Sub Camps, Catering & Logistics, Health & Safety, Marketing & PR, Administration and Finance.
2. Oversee the preparation and implementation of a "Project plan and Programme" which will support the delivery of the event.
3. Source a suitable venue in line with the approved budget.
4. In conjunction with the Finance portfolio establish a budget for each portfolio in compliance with the Finance, Fundraising and Administration Policy and the Practice Note in compliance with the Finance, Fundraising and Administration Policy and the Practice Note – Event Management.
5. Ensure that efforts are made to include / fund underprivileged Scouts to make the event as inclusive and representative as possible.
6. Ensure the event is well marketed locally and internationally, to encourage participation.
7. Lead and manage the organising team appointed for Sanjamb.
8. Hold regular meetings with organising committee members to ensure the project plan and timelines are adhered to.
9. Work closely with the Camp Chief to ensure a successful handover of planning functions to the operational team who will run the event.
10. Participate in regular review meetings with the Chief Commissioner and the Chair: National Scout Programme to discuss progress, issues, challenges and the lessons learnt.
11. Ensure that a written report consisting of operations and administration is provided within 3 months of the conclusion of the event.

Carry out any other duties as may be reasonably requested by the Chief Commissioner or anyone who has been delegated this authority by the Chief Commissioner.

### Accountability & Reporting Structure

Report to: Chief Commissioner

Manages: Camp Chief and Portfolio Leaders: Activities, Sub Camps, Catering and Logistics, Risk Management (Health and Safety), Marketing and PR, Administration and Finance.

### Period of Appointment

August 2020 – July 2022

### Appointment Procedure

Chief Commissioner to appoint on application.