

GIRLGUIDING WORCESTERSHIRE INTERNATIONAL CAMP 2021



Role Description

Position	Administration Coordinator
Department	Administration Team
Responsible to	Camp Coordinator / Deputy Camp Coordinator
Responsible for	Administration Team Leader x 1 Human Resources (HR) Leader x 1
Role Summary	Support the Camp Coordinator in the development and delivery of the event. Taking the lead in the administration of the event to make it a success.
Key Responsibilities	<ul style="list-style-type: none"> ★ Work in co-ordination with the other Core Team Coordinators and external organisations. ★ Recruit Administration Team Leaders and key members of the team. ★ Manage the co-ordination of the Administration Teams. ★ Take and distribute minutes at the Core Team Meetings. ★ Handle correspondence in conjunction with the Camp Coordinator. ★ Create online registration forms for all Participants, Volunteers and Teams. ★ Communicate with all booked participants and service teams as and when information becomes available. ★ Collect and collate bookings, information and resources and communicate to appropriate Core Team Coordinators or other staff. ★ Manage the arrangements of site setup and facilitate the arrivals and departures, along with other logistics of setup, running and striking camp. ★ To attend and run meetings as appropriate. ★ To regularly report to the Camp Coordinator. ★ Coordinate with Treasurer for registration for bookings and payments. ★ Manage the communication of information between the Core Team and the Administration Team and ensure all information is available and all teams are fully briefed. ★ To work within the requirements of the camp budget, prepare costs and ensure all invoices are completed in a timely manner. ★ Identify risks and issues at the earliest opportunity and communicate these to the Core Team. ★ Maintain a positive and dedicated attitude throughout. ★ Any other duty as agreed with the Camp Coordinator.
Time Commitment	Duration: January 2019 - October 2021 Event: 1st - 7th August 2021 As well as attending the event itself, you will be expected to attend (in person or virtually) quarterly Core Team Coordinators meetings, and other meetings and events as required.

Person Specification

Experience	Experience of admin at previous Camps/Jamborees and/or large scale events. Some experience of managing the administration for Guiding/Scouting events or areas. Experience of managing diaries, organising meetings and appointments, managing databases and filing systems. Including an appreciation of creating an enjoyable and memorable experience for participants, volunteers and service teams. Existing understanding of the methods, policies and values of Girlguiding.
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Person Specification (continued)

Qualifications	<ul style="list-style-type: none"> ★ Girlguiding Adult Leadership Qualification (ALQ) ★ Valid Enhanced Disclosure and Baring Service (DBS)
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	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> ★ Excellent organisational skills ★ Effective communication skills ★ Ability to motivate and lead a team ★ Ability to work effectively as part of a team ★ Efficient time management skills ★ Ability to follow through tasks to their successful completion ★ Able to think creatively, adapt, reassess, and solve problems ★ Excellent IT skills and use of electronic communications ★ Willing to speak one's mind and listen to the views of others ★ Able to maintain independent and objective judgement ★ Set high expectations which inspire, motivate and challenge ★ Delegation skills ★ Decision-making skills ★ Understanding of diversity and equality issues 	<ul style="list-style-type: none"> ★ High level interpersonal skills ★ Confident communication via telephone and other mediums ★ Understanding of data administration ★ Confident and efficient working with large volumes of paperwork
Personal Characteristics	<ul style="list-style-type: none"> ★ Proactive ★ Adaptable ★ Resilient ★ Able to maintain a good sense of humour ★ Commitment to uphold the Girlguiding Code of Conduct ★ Dedicated to ensuring a successful and enjoyable event for all 	<ul style="list-style-type: none"> ★ Tact and diplomacy