

Girlguiding Worcestershire International Camp 2021



Role Description

Position	Camp Coordinator
Department	Core Team
Responsible to	Deputy Camp Coordinator Core Team Coordinators x 8 County Executive Committee
Responsible for	Core Team, All Relevant Stakeholders and the overall running of the event
Role Summary	Support the Core Team in the development and delivery of the event. Overseeing the delivery and implementation of the event to ensure it is a success for all.
Key Responsibilities	<ul style="list-style-type: none"> ★ Work in co-ordination with the Core Team Coordinators and external organisations. ★ Support in the recruitment of key members of the team. ★ Manage the co-ordination of the Core Team. ★ With the Logistics Coordinator 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 County Executive Committee. ★ Manage the communication of information between the Core Team and the County Executive Committee and ensure all information is available and all teams and stakeholders 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 work with the Core Team to provide solutions. ★ Maintain a positive and dedicated attitude throughout. ★ Any other duty as agreed with the Core Team.
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 previous Camps/Jamborees and/or large scale residential events. Some experience of managing Guiding/Scouting events and/or teams. Working with internal and external organisations. Including an appreciation of creating an enjoyable and memorable experience for participants, volunteers and service teams. Experience of working with the core participant age range (10-18 years) and an existing understanding of the methods, policies and values of Girlguiding.
Qualifications	<ul style="list-style-type: none"> ★ Girlguiding Adult Leadership Qualification (ALQ) ★ Valid Enhanced Disclosure and Barring Service (DBS) ★ Going Away With Qualification - Modules 1-8 (GAW)

Person Specification (continued)

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> ★ Strong organisational skills ★ Effective communication skills ★ High level interpersonal 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 ★ Ability to clearly articulate and realise a vision ★ Good 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 and decision-making skills ★ Understanding of diversity and equality issues 	<ul style="list-style-type: none"> ★ Ability to work in high pressure environments and to tight deadlines ★ Ability to maintain cognitive function in times of sleep deprivation ★ Capacity to stay calm in stressful situations ★ Ability to enthuse people to maintain high morale ★ Attention to detail
Personal Characteristics	<ul style="list-style-type: none"> ★ Enthusiasm for any challenge with a can do attitude and prepared to go the extra mile ★ Adaptable and resilient ★ Approachable ★ Able to maintain a good sense of humour ★ Commitment to uphold the Girlguiding Volunteer Code of Conduct ★ Dedicated to ensuring a successful and enjoyable event for all 	<ul style="list-style-type: none"> ★ Willingness to get stuck in with any task to ensure the success of the event