

## Role Description

Position	Event and Emergency Management Coordinator
Department	Event and Emergency Management Team
Responsible to	Camp Coordinator / Deputy Camp Coordinator
Responsible for	Health and Safety Team Leader x 1 General Data Protection Regulation (GDPR) Team Leader x 1 Safeguarding Team Leader x 1
Role Summary	Support the Camp Coordinator in the development and delivery of the event. Taking the lead in the emergency management, safety and safeguarding logistics for all participants, volunteers and services team to ensure the safe enjoyment for all and making the event a success.
Key Responsibilities	<ul style="list-style-type: none"> <li>★ Work in co-ordination with the other Core Team Coordinators and external agencies (Emergency Services, Local Authority and HSE).</li> <li>★ Recruit Event and Emergency Management Team Leads and key members of the team.</li> <li>★ Plan, facilitate and evaluate event fire drill and policies (prepare and conduct safety exercises for other situations).</li> <li>★ Research and procure event insurance.</li> <li>★ Write and implement safety development plans and risk assessments.</li> <li>★ Provide advice and consultancy to other Team Coordinators to ensure that they can carry on functioning in the event of an emergency.</li> <li>★ Analyse and plan for potential risks, such as outbreaks of infections or disease, technical failure of electricity networks, severe weather.</li> <li>★ Act as duty officer as part of a 24-hour duty system, responding to emergency situations as they arise.</li> <li>★ Communicate with emergency services and other bodies in the event of an emergency.</li> <li>★ Help coordinate the response of all non-emergency service organisations.</li> <li>★ Ensure all policies and procedures adhere to UK government legislation.</li> <li>★ To attend and run meetings and events as appropriate.</li> <li>★ To regularly report to the Camp Coordinator.</li> <li>★ Manage the communication of information between the Core Team and the Sub Camp team and ensure all information is available and all teams are fully briefed.</li> <li>★ To work within the requirements of the camp budget, prepare costs and ensure all invoices are completed in a timely manner.</li> <li>★ Maintain a positive and dedicated attitude throughout.</li> <li>★ Any other duty as agreed with the Camp Coordinator.</li> </ul>
Time Commitment	<p>Duration: January 2019 - October 2021 Event: 1st - 7th August 2021</p> <p>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.</p>

## Person Specification

Experience	Experience of previous Camps/Jamborees and/or large scale residential events. Some experience of working in emergency planning or health and safety. Existing knowledge of UK legislation for emergency planning. Existing understanding of the methods, policies and values of Girlguiding.
Qualifications	<ul style="list-style-type: none"> <li>★ Girlguiding Adult Leadership Qualification (ALQ)</li> <li>★ Valid Enhanced Disclosure and Baring Service (DBS)</li> </ul>

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> <li>★ Strong organisational skills</li> <li>★ Effective communication skills</li> <li>★ Ability to motivate and lead a team</li> <li>★ Ability to work effectively as part of a team</li> <li>★ Efficient time management skills</li> <li>★ Ability to follow through tasks to their successful completion</li> <li>★ A logical approach and the ability to be creative in a high-pressure situation</li> <li>★ Excellent IT skills and use of electronic communications</li> <li>★ Willing to speak one's mind and listen to the views of others</li> <li>★ Able to maintain independent and objective judgement</li> <li>★ Delegation skills</li> <li>★ Decision-making skills</li> <li>★ Understanding of diversity and equality issues</li> </ul>	<ul style="list-style-type: none"> <li>★ High level interpersonal skills</li> <li>★ Confident and efficient working with large volumes of paperwork</li> <li>★ Existing knowledge of UK legislation for emergency planning</li> <li>★ Existing understanding of the emergency policies of Girlguiding</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>★ Adaptable and resilient</li> <li>★ Capacity to stay calm in stressful disaster situations</li> <li>★ Attention to detail and a thorough approach</li> <li>★ Commitment to uphold the Girlguiding Volunteer Code of Conduct</li> <li>★ Dedicated to ensuring a successful and enjoyable event for all</li> </ul>	<ul style="list-style-type: none"> <li>★ Approachable</li> <li>★ Able to maintain a good sense of humour</li> </ul>