

# GIRLGUIDING WORCESTERSHIRE INTERNATIONAL CAMP 2021



## Role Description

<b>Position</b>	International Coordinator
<b>Department</b>	Out of County Team
<b>Responsible to</b>	Camp Coordinator / Deputy Camp Coordinator
<b>Responsible for</b>	Linking/Hospitality Leader x1 Cultural Liaison Leader x 1
<b>Role Summary</b>	Support the Camp Coordinator in the development and delivery of the event. Taking the lead in the hosting, hospitality and logistics for out of county guests including international visitors to make the event a success.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>★ Work in co-ordination with the other Core Team Coordinators.</li> <li>★ Recruit Out of County Team Leads and key members of the team.</li> <li>★ Manage the co-ordination of Out of County guests.</li> <li>★ Manage the arrangements and facilitate the arrivals and departures , along with other logistics of the Out of County guests.</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>★ Identify risks and issues at the earliest opportunity and communicate these to the Core Team.</li> <li>★ Maintain a positive and dedicated attitude throughout.</li> <li>★ Any other duty as agreed with the Camp Coordinator.</li> </ul>
<b>Time Commitment</b>	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

<b>Experience</b>	Experience of previous International Camps/Jamborees and/or large scale residential events. Some experience of working with WAGGGS members and international groups. Including an appreciation of creating an enjoyable and memorable experience for participants, volunteers and service teams. An understanding of cultural diversity and international travel. Experience of working with the core participant age range (10-18 years) and an existing understanding of the methods, policies and values of Girlguiding/ WAGGGS.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>★ Girlguiding Adult Leadership Qualification (ALQ)</li> <li>★ Valid Enhanced Disclosure and Baring Service (DBS)</li> </ul>

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## Person Specification (continued)

	Essential	Desirable
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>★ Strong organisational skills</li> <li>★ Effective communication skills</li> <li>★ High level interpersonal 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>★ Able to think creatively, adapt, reassess, and solve problems</li> <li>★ Ability to clearly articulate and realise a vision</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>★ Set high expectations which inspire, motivate and challenge</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>★ Ability to communicate in languages other than English (both written and spoken)</li> <li>★ Experience of International Travel both as an individual or member of Girlguiding</li> <li>★ An understanding of the structure and workings of WAGGS and it's member organisations</li> <li>★ Ability to support logistical paperwork required by international guests</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>★ Enthusiastic for any challenge with a can do attitude and prepared to go the extra mile</li> <li>★ Adaptable</li> <li>★ Resilient</li> <li>★ Approachable</li> <li>★ Able to maintain a good sense of humour</li> <li>★ Commitment to uphold the Girlguiding Code of Conduct</li> <li>★ Dedicated to ensuring a successful and enjoyable event for all</li> </ul>	<ul style="list-style-type: none"> <li>★ Empathic</li> <li>★ Culturally sensitive</li> </ul>