

Role Description

Position	Logistics Coordinator
Department	Logistics Team
Responsible to	Camp Coordinator / Deputy Camp Coordinator
Responsible for	Site Services Leader x1 Transport Leader x1 Staff Catering Leader x1 Retail and Concessions Leader x1 Security Team Leader x1 Medial and Welfare Team Leader x1
Role Summary	Support the Camp Coordinator in the development and delivery of the event. Taking the lead in the delivery and implementation of the logistics of the event to make the event a success.
Key Responsibilities	<ul style="list-style-type: none"> ★ Work in co-ordination with the other Core Team Coordinators and external organisations. ★ Recruit Logistics Team Leaders and key members of the team. ★ Manage the co-ordination of the Logistics Teams. ★ Liaise with Core Team and Logistics Teams to design the site layout. ★ 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. ★ Manage the communication of information between the Core Team and the Logistics 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	<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 managing the logistics for Guiding/Scouting events. 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)

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 skills ★ Decision-making skills ★ Understanding of diversity and equality issues 	
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 ★ Resilient ★ 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 	