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**Suffolk County Scout Council**

Dear Colleague,

We hope that you will consider applying for a position in the leadership team for the Suffolk Unit & Regional Unit that will be attending the 24th World Scout Jamboree to be held in West Virginia, USA in 2019. There are 5 Leader positions available (1 Unit Leader, 1 Deputy Unit Leader, 2 Assistant Unit Leaders and 1 Leader for the Regional Unit).

We are sure that a large number of adults will want to take part in this event as a Leader, so role descriptions and person specifications have been produced to highlight what the roles entail and the skills and experiences that we are looking for. Please study these documents carefully before sending an application in. The selection panel are keen that every adult in Suffolk that wants to apply should do so. We consider the Jamboree experience a development opportunity for adults as much as for young people.

When you apply, please make sure you read and complete the application form carefully – what you write in your application will determine whether or not you will be invited to interview. The interview process will be informal and friendly – we want to find out about you and why you want to go to the Jamboree, listen to some of your experiences in and out of Scouting, and to understand what you would bring to a leadership team.

The selection process will be on 14th and 15th July at a venue TBC. You will need to make sure that you are free on this date. The time line for the application and selection process is as follows:

22nd May 2017 Application documents published

**23rd June 2017 12 noon – Deadline for receipt of applications – applications after this time will not be considered**

3rd July 2017 Applicants notified whether they are invited to selection day

14th & 15th July 2017 Selection day – details of the format of the day will be released

23rd July 2017 Applicants notified whether they have been selected

All applications must be submitted by email to Karen Pettitt, ACC (International)

[losttheplot2@googlemail.com](mailto:losttheplot2@googlemail.com) and you will receive email confirmation that this has been received with 48

hours. If you don’t hear from me within 48 hours of submitting your application please phone

07904372716 and double-check.

We look forward to receiving your application soon. Good Luck.

Karen Pettitt

ACC (International)

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# Introduction

A World Scout Jamboree is a world Scouting event for young people aged between 14 and 18 and is a gathering of Scouts and Guides from all over the world for an exciting programme of global development, peace, cultural understanding, adventure, fun and friendship.

The Scout Association has a long history of sending a large number of Units (36 young people and four leaders, divided into four patrols) as part of a UK Contingent to attend Jamborees. In 2007, The Scout Association hosted the 21st World Scout Jamboree at Hylands Park in Essex. In 2011, the UK Contingent to the 22nd World Scout Jamboree in Sweden was the association’s largest ever overseas expedition. In 2015, the UK Contingent to the 23rd World Scout Jamboree in Japan comprised over 3,500 youth and adult members. Each Contingent has enjoyed a varied and exciting experience.

The 24th World Scout Jamboree will take place at the Summit Bechtel Reserve in West Virginia and the dates of the event are 22 July – 2 August 2019. The event is being hosted by the Boy Scouts of America, Scouts Canada and Scouts of Mexico. This is the largest event delivered by Scouting worldwide and 45,000 young people and adult volunteers are expected to attend from over 150 countries.

For the first time, a World Scout Jamboree will be hosted by three National Scout Organizations and the three distinct cultures will join together to host Scouts from across the works in a celebration of cultural exchange, mutual understanding, peace and friendship.

Further information about the Jamboree can be found at <http://2019wsj.org/>.

# What to expect during the event

Weather

The month of July in West Virginia is usually hot and humid, with daily high temperatures of around 26°C.

Some rain, particularly thunder storms are likely during the summer months in West Virginia.

Humidity is likely to be high during the Jamboree, and this will make the ‘real feel’ temperature seem much hotter than the forecasted 26°C.

The Site

Summit Bechtel Family National Scout Reserve is in an area of natural beauty which offers a huge range of adventurous activities. The site is hilly, spread over a large area with access provided by gravel pathways.

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Take a look at the physical appearance of the site on Summit Bechtel’s Flickr page here: [here](https://www.flickr.com/photos/summitbechtelreserve/albums/with/72157644176018996).

Below are some highlights of what the Summit Bechtel Reserve has to offer:

* Longest combined zip lines in the world (5.45 miles/8.7 kilometers)
* Longest canopy course in the country (9.55 miles/15.3 kilometers)
* Largest man-made outdoor climbing facility in the country (218 stations)
* Top purpose-built mountain biking facility in the country
* Second-largest outdoor skate park in the country (4.6 acres/ 1.7 hectares)
* Second-largest BMX facility in the country (13.7 acres/ 5.3 hectares)
* Third-largest archery range in the country (116 stations)
* Largest natural outdoor arena in West Virginia (80,000 capacity)
* Access to one of the top-rated rafting, kayaking, and fishing rivers in the country
* Access to some of the most popular climbing areas in the country.

# Costs

The CMT is currently working on the costs for UK Contingent participants for the Jamboree, which we envisage will be in line with previous Jamborees. As with previous Jamborees, the costs will be paid in instalments and the instalment payment period is likely to run during 2017 and 2018.

Local fundraising efforts for Jamboree participants are encouraged to focus on supporting young people to attend, however, financial status should not be a barrier to supporting the Jamboree. Further information about covering the cost of the Jamboree (including any grants available) will be issued once available.

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# Person Specification for:

# Unit Leader, Deputy Leader and Assistance Unit Leaders – Suffolk Unit to 24th World Scout Jamboree

The World Scout Jamboree offers a unique experience to each participant who attends and provides them with opportunities to develop their independence and self-confidence.

The role of the Unit Leadership Team is key in making sure that all participants in the Unit have a positive Jamboree experience – from the moment a young person applies to be a member of a Jamboree Unit through to the final Unit weekend, after return home from the Jamboree.

The Vision for the UK Contingent to the 24th World Scout Jamboree builds on The Scout Association’s strategy: Scouting for all. The vision is:

*The UK Contingent Team will deliver a unique international adventure shaped by young people, where contingent members will develop personally and have a positive longer term impact on Scouting and beyond.*

Being a Unit Leader, Deputy Unit Leader or Assistant Unit Leader is challenging but is also extremely rewarding. The table below points indicate some of the skills and experiences that would be beneficial for those applying for a Unit Leader, Deputy Unit Leader or Assistant Leader role. Not everyone will have all the skills, and remember many skills and experiences are transferable from other situations (e.g. family life, work, or other voluntary commitments). You should be able to help deliver a truly youth shaped experience. Please use this document (along with the role description) to help focus your application.

**Please note:**

The Jamboree is physically, mentally and emotionally demanding. Applicants should be aware of the nature of what is expected and be confident that they are able to contribute to all aspects of the Jamboree experience.

Applicants should be aware that the Jamboree experience may last up to three weeks subject to final confirmation on the makeup of the experience and therefore will need to be sure they have the support of employers and family to be able to commit to the event. Further, there will be a significant number of weekend and evening commitments in preparation and applicants should be confident they have time available amongst other commitments to fulfil the obligations of the role.

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|  | **Unit Leader / Deputy Unit Leader** | | **Assistant Unit Leader** | |
| --- | --- | --- | --- | --- |
|  | Essential | Desirable | Essential | Desirable |
| **Experience of:** |  |  |  |  |
| Working with or understanding 12-18 age group | ✓ |  | ✓ |  |
| Camping for extended periods |  | ✓ |  | ✓ |
| Previous Jamboree experience / other relevant international experience | ✓ |  | ✓ |  |
| Working and delivering projects on budget |  | ✓ |  | ✓ |
| Implementing the methods, values and key policies of The Scout Association or Girlguiding | ✓ |  | ✓ |  |
| Managing a camp environment, including cooking, hygiene and cleaning |  | ✓ |  | ✓ |
| **Skills and Knowledge** |  |  |  |  |
| Have (or be willing to work towards) a leadership Wood Badge / Hold the Girlguiding Leadership Qualification | ✓ |  | ✓ |  |
| Planning or project skills in putting together team building and training events | ✓ |  |  | ✓ |
| Management skills in working with adults | ✓ |  | N/A | N/A |
| Strong team working skills | ✓ |  | ✓ |  |
| Strong leadership skills in working with young people | ✓ |  | ✓ |  |
| Delegation skills | ✓ |  |  | ✓ |
| Decision-making skills | ✓ |  | ✓ |  |
| Commitment to and understanding of diversity and equality issues within a multicultural environment | ✓ |  | ✓ |  |
| Communication skills | ✓ |  | ✓ |  |
| Create and maintain a safe and positive environment for young people and adults during Jamboree | ✓ |  | ✓ |  |
| Promote and safeguard the welfare of young people in your care by upholding the Yellow Card at all times | ✓ |  | ✓ |  |
| **Characteristics** |  |  |  |  |
| Have the confidence and awareness to lead and inspire a Patrol of young people in another country | ✓ |  | ✓ |  |
| Adaptable | ✓ |  | ✓ |  |
| Calm under pressure | ✓ |  | ✓ |  |
| Able to maintain a sense of humour | ✓ |  | ✓ |  |
| Able to deal with difficult situations and manage challenging behaviour and circumstances | ✓ |  |  | ✓ |
| Communicative and personable, and have access to email and internet | ✓ |  | ✓ |  |
| Emotionally committed to delivering the UK Contingent Vision, specifically around supporting youth shaped experience and delivering personal development | ✓ |  | ✓ |  |
| Able and keen to take part in activities when necessary | ✓ |  | ✓ |  |

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# Role Description for:

# Unit Leader – Suffolk Unit to 24th World Scout Jamboree

Responsible to: Nominee of County/Area/Region Commissioner/ representative or equivalent

Responsible for: Deputy Unit Leader

Assistant Unit Leaders (x2)

Youth participants

Main Contacts: County/Area/Region Commissioner and Deputies or equivalents

Internal: Unit Leadership teams of other Jamboree Units

Assistant County/Regional/Area Commissioners

County Media Development Manager

County/Area/Regional Advisers and Scouters

District Commissioners (or nominees)

Events Team

UK Contingent Leader

UK Contingent Management &Support Team

External: [Girlguiding] (if appropriate)

[County/Area/Region Commissioner – For Units Spanning more than one County/Area/Region] (if appropriate)

Parents/Carers of young people in Unit

Sponsors and supporters of the Jamboree Unit

Media contacts (in partnership with County Media Development

Role Summary: To lead and manage a Jamboree Unit attending the 24th World Scout Jamboree.

To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times.

To promote and safeguard the welfare of young people by following the Yells Card at all times.

To be committed to and have an understanding of diversity and equality.

UK Contingent Vision: To deliver a unique international adventure shaped by young people, where contingent members will develop personally and have a positive longer term impact on Scouting and beyond.

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Main Activities:

* To attend the World Scout Jamboree in North America and be responsible for the safety and operation and wellbeing of the Unit.
* To manage and mentor the development of the Unit leadership team.
* To engage with the UK Contingent team to support a youth shaped experience and ensure personal development goals for the Unit are met.
* To set and monitor budgets and manage the finances of the Unit within guidelines set by the County/Area/Region (with appropriate support).
* To be involved in the process of selecting Deputy and Assistant Unit Leaders for the Unit.
* To have completed the Wood Badge or achieved a reasonable amount of development as agreed with the UK Contingent.
* To ensure that all members of the Unit (Leaders and Participants) develop new skills (both hard and soft) that will allow them to take back for the benefit of the local Scouting and their wider community.
* To be involved in the process of selecting youth participants for the Unit.
* To ensure that the experience is “Youth Shaped” and that participants are involved in decision making at all levels.
* To be the main contact for the UK Contingent and to pass on information about the UK Contingent’s preparations.
* To attend UK Contingent event (training days, weekends, etc) and to work closely with UK Contingent Team members in order to ensure all relevant Unit preparations and administration meet deadlines.
* To work with, and possibly mentor, local members of the International Service Team to allow them to integrate into the Unit experience (this relationship can pay dividends if the Unit needs extra help or support during the Jamboree).
* To communicate all relevant information about the Jamboree to relevant parties (e.g. other Unit Leaders, young people and their parents/carers, County/Area/Region team, etc).
* To ensure a programme of activity, training and team building (including weekend camps and other Unit events) is developed for the Unit and leadership team to build a functioning and cohesive team in time for the Jamboree.
* To encourage fundraising by the young people in the Unit.
* To ensure the production of a visual identity (in accordance with UK Contingent guidelines) and “merchandise” for the Unit (if desired); i.e. t-shirts, badges, etc; in partnership with other Unit Leaders and young people.
* To ensure that a member of the team works with the Contingent Management Team Member (Communications) and the County Media Team to identify Unit stories and make full use of the publicity generated from the Jamboree.
* To ensure that a member of the team liaise with the County media Team to create appropriate communication tools (i.e. email lists, forums, blogs, websites, etc).
* Contribute to the review and feedback process as required.
* Undertake regular reviews with their County/Area/Region team to ensure the expected level of development is achieved by the Unit.
* To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times.
* Promote and safeguard the welfare of young people by following the Yellow Card at all times.
* To demonstrate commitment to and understanding of diversity and equality.
* Any other duties as may be reasonably requested by the County / Area / Regional Commissioner (or nominee) and the Contingent Leadership Team.

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# Role Description for:

# Deputy Unit Leader – Suffolk Unit to 24th World Scout Jamboree

Responsible to: Unit Leader

Responsible for: Assistant Unit Leaders (x2)

Youth participants

Main Contacts: County/Area/Region Commissioner and Deputies or equivalents

Internal: Unit Leadership teams of other Jamboree Units

Assistant County/Regional/Area Commissioners

County Media Development Manager

County/Area/Regional Advisers and Scouters

District Commissioners (or nominees)

Events Team

UK Contingent Leader

UK Contingent Management &Support Team

External: [Girlguiding] (if appropriate)

[County/Area/Region Commissioner – For Units Spanning more than one County/Area/Region] (if appropriate)

Parents/Carers of young people in Unit

Sponsors and supporters of the Jamboree Unit

Media contacts (in partnership with County Media Development

Role Summary: To assist the Unit Leader in leading and managing a Jamboree Unit attending the 24th World Scout Jamboree.

To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times.

To promote and safeguard the welfare of young people by following the Yells Card at all times.

To be committed to and have an understanding of diversity and equality.

UK Contingent Vision: To deliver a unique international adventure shaped by young people, where contingent members will develop personally and have a positive longer term impact on Scouting and beyond.

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Main Activities:

* To attend the World Scout Jamboree in North America and support the Unit Leader in being responsible for the safety and operation and wellbeing of the Unit.
* To understand the Unit Leader Role Description and work closely with the Unit Leader to be able to deputise for the Unit Leader at any time, whether due to the planned or unplanned unavailability of the Unit Leader.
* To undertake area of works also described in the Assistant Unit Leader’s Role Description, to ensure an even spread of workload and best utilisation of skills across the leadership team.
* To have completed the Wood Badge or achieved a reasonable amount of development as agreed with the UK Contingent.
* To ensure that the experience is “Youth Shaped” and that participants are involved in decision making at all levels.
* To contribute to the review and feedback process as required.
* To work with local members of the International Service Team to allow them to integrate into the Unit experience.
* Any other duties as may be reasonable requested by the Unit Leader.
* To undertake a programme of personal development as provided by the UK Contingent Team.
* To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times
* Promote and safeguard the welfare of young people by following the Yellow Card at all times.
* To demonstrate commitment to and understanding of diversity and equality.

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# Role Description for:

# Assistant Unit Leader – Suffolk Unit to 24th World Scout Jamboree

Responsible to: Unit Leader

Responsible for: Youth participants

Others (as agreed with Unit Leader, as appropriate)

Main Contacts: County/Area/Region Commissioner and Deputies or equivalents

Internal: Unit Leadership teams of other Jamboree Units

Assistant County/Regional/Area Commissioners

County Media Development Manager

District Commissioners (or nominees)

County/Area/Regional Advisers and Scouters

External: Parents/Carers of young people in Unit

Sponsors and supporters of the Jamboree Unit

Media contacts (in partnership with County Media Development

Role Summary: To assist the Unit Leader and Deputy Unit Leader in leading and managing a Jamboree Unit attending the 24th World Scout Jamboree.

To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times.

To promote and safeguard the welfare of young people by following the Yells Card at all times.

To be committed to and have an understanding of diversity and equality.

UK Contingent Vision: To deliver a unique international adventure shaped by young people, where contingent members will develop personally and have a positive longer term impact on Scouting and beyond.

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Main Activities:

* To attend the World Scout Jamboree in North America and support the Unit Leader and Deputy Unit Leader in being responsible for the safety and operation and wellbeing of the Unit.
* To be part of the Unit Leadership Team.
* To engage with the UK Contingent Team to support a “Youth Shaped” experience and ensure personal development goals for the Unit are met.
* To contribute (if necessary) to the financial management of the Unit.
* To contribute to the training and development of the Unit Leadership Team.
* To contribute to the review and feedback process as required.
* To work with local members of the International Service Team to allow them to integrate into the Unit experience.
* To have completed the Wood Badge or achieved a reasonable amount of development as agreed with the UK Contingent.
* Any other duties as may be reasonable requested by the Unit Leader.
* To undertake a programme of personal development as provided by the UK Contingent Team.
* To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times
* Promote and safeguard the welfare of young people by following the Yellow Card at all times.
* To demonstrate commitment to and understanding of diversity and equality.

You may also be required to assist in the following tasks as agreed with the Unit Leader:

* To be involved in the process of selecting youth participants for the Unit.
* To attend UK Contingent event (training days, weekends, etc) and to work closely with UK Contingent Team members in order to ensure all relevant Unit preparations and administration meet deadlines.
* To communicate all relevant information about the Jamboree to relevant parties (e.g. other Unit Leaders, young people and their parents/carers, County/Area/Region team, etc).
* To ensure a programme of activity, training and team building (including weekend camps and other Unit events) is developed for the Unit and leadership team to build a functioning and cohesive team in time for the Jamboree.
* To encourage fundraising by the young people in the Unit.
* To ensure the production of a visual identity (in accordance with UK Contingent guidelines) and “merchandise” for the Unit (if desired); i.e. t-shirts, badges, etc; in partnership with other Unit Leaders and young people.
* To ensure that a member of the team liaise with the County media Team to create appropriate communication tools (i.e. email lists, forums, blogs, websites, etc).
* To works with the Contingent Management Team Member (Communications) and the County Media Team to identify Unit stories and make full use of the publicity generated from the Jamboree.

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**Specialist Activities:**

One Assistant Unit Leader will be requested to take on the following particular responsibilities within the Unit:

Communications Lead (“Communications Champion”): The Unit’s communication champion will be responsible for sharing the magic of the Jamboree experience (from selection to returning home) with Scouting and Guiding within the Unit’s County/Area/Region. They will act as a focal point for Unit communications, working with County Media Development manager to develop and inform local media plants to ensure on-brand local coverage in local radio and newspapers. They will also be responsible for managing the Unit’s online presence (Unit website, Facebook, Twitter and Instagram) and developing young people in sharing their Jamboree stories via social media. The role will be supported by the UK Contingent Communications Team.

Other particular roles that an Assistant Unit Leader may be asked to take on may include:

* Administration Lead - Will take on the role of efficient handling of all the personal data for their Unit, ensuring the timely updating of the relevant systems operated by the UK Contingent Team.
* Youth Engagement Lead – We are striving to make this Jamboree truly Youth Shaped and this would be a role helping to make sure young people in the Unit have a say in the decision making and ensuring that the Unit is run by the young people in partnership with adult, involving the participants in all levels of decision making (visual identity, badge design, merchandise, training content weekend etc.)
* Personal Development Lead – liaising with the UK Contingent Team to deliver a programme of development for the Unit.