

1 August 2019

Subcamps Management Department

Member of the Team, information and management

Member of the team will be responsible for assuring that all the subcamps and unit leaders are equipped with all necessary information and the feedback and problems from them are taken, solved and if necessary escalated. It includes designing the system of how the information will be delivered to subcamps and unit leaders so that Jamboree can function smoothly and participants can get the most of this international experience. During the Jamboree it will include, among others, daily basis communication, timely and effective flow and distribution of appropriate information, answering questions and solving problems, providing materials and information essential for Subcamp Leaders and Unit Leaders. It will involve coordination of information centres in the subcamps and meetings preparation and summary. It involves cooperation with Registration Department and Contingent Support Department.

Recruited person will be involved in planning the work of the whole Department. The work will begin before the Jamboree and will continue during the event.

THIS ROLE WILL INVOLVE:

- previous experience in being a member of the team organising national (country level event with a significant number of international participants), regional (WOSM or WAGGGS region level) or world (World Scout Jamboree) jamboree/international event, size above 5000 participants;
- strong Scouting and/ or Guiding background;
- time availability which will allow to be in contact with members of department, Subcamp Leaders, other departments and members of the Planning Team;
- extremely good communication skills, analytical thinking;
- ability to manage information - gather, filter, summarize information and adjust it to the audience presenting it in a clear way;
- very good public speaking abilities;
- ability to adapt to various situations prioritizing multiple work assignments simultaneously.
- patience and problem solving skills, very good organisation of work and preparation of data and reports;
- demonstrated ability to manage and mentor staff and to coordinate teams, delegating tasks and prioritising tasks;
- exceptional project management and organizational skills in international environment. Ability to work individually and in the team;
- excellent interpersonal skills;



- demonstrable computer skills including proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Microsoft Teams) and internet in a business environment (online collaborative tools);
- ability to work both individually and in a team environment;
- English language fluency (speaking and writing); ability to speak other language will be an asset.
- precision and responsibility for given scope of responsibilities.

NICE TO HAVE

- previous experience in being a member of the subcamp management team for an international Scout/Guide event.

WHAT DO WE OFFER?

- Service Agreement complying with Polish Law on Public Benefit and Volunteer Work
- Access to Office365 Platform and EJ2020 Intranet
- Introduction training for the role
- Reimbursement of travel expenses
- Planning team volunteer kit

HOW TO APPLY

To apply, please follow the instructions on this [link](#). **Applications must be received by midnight on Monday 2nd September 2019 Warsaw** local time. The Host Organisation will ask the NSO/MO for endorsement of an applicant during the assessment process.

RELATED LINKS

Official Website of the European Jamboree 2020: <https://www.ej2020.org/>

QUESTIONS

Assistance in the application process is provided by the Head of Staff Management and Volunteers Support at staff@ej2020.org.

