

11 September 2019

Department Member, Contingents Support Department – 2 open positions

Contingents Support Department and its members will be responsible for Heads of Contingents (HoCs) and their teams support before and during European Jamboree 2020.

Support before the event will be very focused on daily communication – responding to questions and finding answers; providing materials and essential information for HoCs and their teams; building a positive relationship between the Jamboree organization and countries participating in European Jamboree; co-creating bulletins and other materials for European Jamboree 2020; co-organizing HOCs' meetings; supporting contingents registration process and in general, be the link between a Contingent and the Jamboree.

Support during the event will focus on running the Contingents Support Centre for CMT; run a daily meeting with all HoCs represented; help in running "Port of Europe" with tents for all contingents, where they can create their contingent management office, present their country and their Scouting/Guiding association and also meet the members of their contingents.

As a member of Contingents Support Department, you will take care of a group of countries from the very beginning of their preparations until they leave the European Jamboree with happy memories.

Exact area of involvement, from the list above, will be based on individual preferences and mutual agreement between recruited person and Department Head.

THIS ROLE WILL INVOLVE:

- Supporting Head of Contingents and their CMT in preparing the contingent for the event
- Building a positive relation between contingents and the organisers of the event
- Preparing materials and information to be available for the contingents
- Co-organising the Head of Contingent meeting 31 January – 2 February 2020
- Run the daily operations of the Contingents Support Centre during the event
- Midweek and weekend engagements including virtual meetings
- Attendance at a minimum of one meeting per quarter, of the EJ Planning Team (EJPT) or Operational Area (OA) meetings
- Physical appearance and service during the European Jamboree 2020 in Gdańsk (27 July – 6 August).
- Preferred but not mandatory: Physical appearance and service at the Head of Contingents Meeting in Warsaw (31 January – 2 February 2020)



YOUR PROFILE

- Required: experience in participation in international Scouting or Guiding events
- Preferred: knowledge about characteristics of work in CMT and challenges they will meet.
- Required: time. Availability that allows you to stay in contact with assigned countries (e-mails shall be responded in max. 3 days) and with other Department members and its Head.
- Very good communication skills.
- Ability to work both individually and in a team environment.
- Very good computer skills including proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- English language on advanced level allowing fluent and correct (oral and written) communication.
- Experience in scouting relations.
- Ability to set priorities and handle several tasks at the same time.
- Knowledge of another languages, especially Spanish, French, Arab or Russian, will be an advantage (both spoken and written).
- Conscientiousness and responsibility for entrusted scope of duties (you will be a part of a Department that is the face of European Jamboree and the first contact line).

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
- A great network for future international events
- Experience in dealing with all kind of questions in a helpdesk format

HOW TO APPLY

To apply, please follow the instructions on [this link](#). **The position is to be filled as soon as possible and selection is made continuously.** 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.

HOST CITY



JOINT EVENT

