



**GREATER LONDON SOUTH WEST COUNTY SCOUT COUNCIL**

**23<sup>rd</sup> World Scout Jamboree – Japan 2015 – Person specification and role descriptions for Unit Leader, Deputy and Assistant Unit Leaders**

World Scout Jamborees are fantastic events and their impact on those that attend can be, in some circumstances, life-changing. Many young people and adults return from Jamborees exhausted but elated! The role of the Unit Leadership team is key in making sure that all the participants in the Unit have a positive experience of the Jamboree – from the moment they are selected right through until the end of the Jamboree experience (which may not be for many months after the Jamboree has actually ended).

Being a Unit Leader, Deputy Unit Leader or Assistant Unit Leader is challenging but is also extremely rewarding. The 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, other voluntary commitments). There are also many skills and experiences that would be valuable but we have not got room to list every desirable characteristic here. Please use this document (along with the role description) to help focus your application.

	Unit Leader/Deputy Unit Leader		Assistant Unit Leader	
	Essential	Desirable	Essential	Desirable
<b>Experience</b>				
Working with or understanding 12-18 age group	✓		✓	
Experience of camping for extended periods		✓		✓
Have (or be willing to work towards) Explorer Scout leadership woodbadge/ Hold the Girlguiding adult leadership certificate	✓		✓	
Have (or be willing to work towards) appropriate Nights Away permit/ Senior Section Camp Licence	✓		✓	
Jamboree/ international interest and/or experience	✓		✓	



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Working to and delivering projects on budget		✓		✓
Have a clear understanding of the methods, policies and values of The Scout Association or Girlguiding UK	✓		✓	
Be prepared to work towards being ready to supervise a Patrol of young people on your own in another country by the time of Jamboree	✓		✓	
<b>Skills and knowledge</b>				
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	✓		✓	
Understanding of diversity and equality issues	✓		✓	
Communication skills	✓		✓	
<b>Characteristics</b>				
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	✓		✓	
Able and keen to take part in activities when necessary	✓		✓	
Robust physical and mental condition	✓		✓	

ARAGLIDING PARASCENDING  
USHBALL QUADBIKINGRAFTBUILDING ROWING  
CULLING SHOOTING SINGLEPITCHCLIMBING SKIINGSNORKELLING  
STREETSPORTSSUBAQUASURFINGSWIMMING WATERSKIINGWHITEWATERRAFTINGW  
SURFINGZORBINGABSEILING AERIALRUNWAY ARCHERY BALLOONING BANDSBOULDER



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### **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.

### **Greater London South West County Scout Council**

County Commissioner: Ian Newbery

Assistant County Commissioners (International): Claire Devine and Dave Pearcy

email [acc@glswscouts.org.uk](mailto:acc@glswscouts.org.uk) website <http://www.glswscouts.org.uk>

Patron HM The Queen President HRH The Duke of Kent Founder Robert Baden-Powell OM Chief Scout Bear Grylls

A Registered Charity: Number 303884



**GREATER LONDON SOUTH WEST COUNTY SCOUT COUNCIL**

**Unit Leader**

**Responsible to:** ACC Internationals/County Commissioner

**Responsible for:** - Deputy Unit Leader  
 - Assistant Unit Leaders (x2)  
 - Youth participants

**Main Contacts** - County Commissioner and Deputy County Commissioners

**Internal:** - Unit Leadership teams of other GLSW Jamboree Units  
 - Assistant County Commissioners in the County  
 - County Advisers and County Scouters  
 - District Commissioners (or nominees)  
 - Headquarters: UK Contingents Office, UK Contingent Leader, UK Contingent Management & Support Team

**External:** - GirlGuiding UK (if appropriate)  
 - County Commissioners of other patrols (if applicable)  
 - Parents and supporters of young people in Unit  
 - Sponsors and supporters of the Jamboree Unit  
 - Media contacts (in partnership with County Media Development Manager)

**Role summary:** To lead and manage a Jamboree Unit attending the 23<sup>rd</sup> World Scout Jamboree in Japan in 2015.

**Main Activities:**

- To attend the World Scout Jamboree in Japan and be responsible for the safety and operation of the Unit.
- To manage the Unit leadership team
- To set and monitor budgets and manage the finances of the Jamboree Unit within guidelines set by the County and with appropriate support
- To be involved (where possible) in the process of selecting Deputy and Assistant Unit Leaders for the Jamboree Unit
- To be involved in the process of selecting youth participants for the Jamboree Unit
- To be the main contact for UK Headquarters to pass on information about the UK Contingent's preparations



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- To attend Contingent events, training days/ weekends, etc and to work closely with UKHQ volunteers in order to ensure all relevant Unit preparations and administration meet UKHQ deadlines
- To communicate all relevant information about the Jamboree to relevant parties (e.g. other Unit Leaders, young people and their parents, UKHQ contacts, County 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 the raising of funds by the young people in the Unit
- To ensure the production of “merchandise” for the Unit (if desired); i.e. t-shirts, badges, etc; in partnership with other Unit Leaders
- To ensure that a member of the team works with the Contingent Management Team Member (Communications) and the County Media Team to identify local 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 (eg email lists, forums, blogs, websites, etc)
- Contribute to the review and feedback process as required

Any other duties as may be reasonably requested by the County Commissioner , ACC International and the Contingent Leadership Team.

### **Greater London South West County Scout Council**

County Commissioner: Ian Newbery

Assistant County Commissioners (International): Claire Devine and Dave Pearcy

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**Deputy Unit Leader**

**Responsible to:** Unit Leader

**Responsible for:** - Assistant Unit Leaders (x2)  
 - Youth participants

**Main Contacts** - County Commissioner and Deputy County Commissioners

**Internal:**

- Unit Leadership teams of other GLSW Jamboree Units
- Assistant County Commissioners in the County
- County Advisers and County Scouters
- District Commissioners (or nominees)
- Headquarters: UK Contingents Office, UK Contingent Leader, UK Contingent Management & Support Team
- Girl Guiding UK Regional International Advisor (for combined Units)

**External:**

- Girlguiding UK (if applicable)
- Parents and supporters of young people in Unit
- Sponsors and supporters of the Jamboree Unit
- Media contacts (in partnership with County Media Development Manager)

**Role summary:** To assist the Unit Leader in leading and managing a Jamboree Unit attending the 23<sup>rd</sup> World Scout Jamboree in Japan in 2015.

**Main Activities:**

- To attend the World Scout Jamboree in Japan and support the Unit Leader in being responsible for the safety and operation 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 areas of work also described in the Assistant Unit Leader's Role Description, to ensure a even spread of workload and best utilisation of skills across the leadership team
- Any other duties as may be reasonably requested by the Unit Leader



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### Assistant Unit Leader

**Responsible to:** Unit Leader

**Responsible for:** - Youth participants  
- Others agreed with Unit Leader as appropriate

**Main Contacts** - County Commissioner and Deputy County Commissioners

**Internal:** - Unit Leadership teams of other GLSW Jamboree Units  
- Assistant County Commissioners in the County  
- County Advisers and County Scouters  
- Girlguiding UK Region International Advisor (where combined Unit)

**External:** - Parents and supporters of young people in Unit  
- Sponsors and supporters of the Jamboree Unit  
- Media contacts (in partnership with County Media Development Manager)

**Role summary:** To assist the Unit and Deputy Unit Leader in leading and managing a Jamboree Unit attending the 23<sup>rd</sup> World Scout Jamboree in Japan in 2015.

### Main Activities:

- To attend the World Scout Jamboree in Japan and support the Unit and Deputy Unit Leader in being responsible for the safety and operation of the Unit.
- To be a part of the Unit leadership team
- To contribute (if necessary) to the financial management of the Unit
- To contribute to the training and development of the leadership team
- Contribute to the review and feedback process as required

You also may 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 Jamboree Unit
- To attend Contingent events, training days/ weekends, etc and to work closely with UKHQ volunteers in order to ensure all relevant Unit preparations and administration meet UKHQ deadlines



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- To assist in the communication of all relevant information about the Jamboree to relevant parties (e.g., young people and their parents)
- To produce a programme of activity, training and team building (including weekend camps and other Unit events) is developed for the Unit in order to build a functioning and cohesive team in time for the Jamboree
- To encourage the raising of funds by the young people in the Unit
- To assist with the production of “merchandise” for the Unit (if desired); i.e. t-shirts, badges, etc; in partnership with other Units
- work with the County Media Team or Girlguiding PR Advisor to identify local Unit stories and make full use of the publicity generated from the Jamboree
- liaise with the County Media Team to create appropriate communication tools (e.g. email lists, forums, blogs, websites, etc)
- Any other duties as may be reasonably requested by the Unit Leader

**Specialist Activities:**

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

- Communications Lead –who will share the magic of the Jamboree with Scouts and Guides in their County/Country as well as with local radio, newspapers and television. Acting as the focal point for Unit communications they will work with their County Media Development Manager to delivering fantastic stories and photos from their Unit as well as managing the Units online presence (e.g. Facebook, Twitter, Website). This role will be supported by the UK CMT/CST and national media 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 Contingent Management Team.
- Youth Engagement Lead – 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 adults. This could include badge design, unit clothing, training content etc.