



Role Description: Head of Contingents

Position:	Head of Contingents
Role Duration:	December 2019 – September 2020
Responsible to:	MSF Project Management Team
Responsible for:	Contingent Team Leads
Role Summary	Responsible for the organisation and co-ordination of day visitors, international visitors and the UK contingent. First point of call during the marketing, execution and post camp phase with each group/contingent.
Key Responsibilities:	<ul style="list-style-type: none">• To lead a team of contingent leads, acting as first point of contact for all enquiries.• To lead, plan and deliver an immersive experience for the attendees (beavers, cubs and scouts) at the camp complementary to the programme.• To lead communication with all potential groups whether in the UK or abroad to invite them to the camps/jamboree.• Ensure programme is culturally and religiously sensitive.• Appoint ambassador to each contingent.



Person Specification: Head of Contingents

Experience:	Experience of previous Jamborees and/or large scale camps would be helpful Experience of excellent communication and working with local groups will be desirable.
Personal Attributes:	<ul style="list-style-type: none">• Ability to work as part of a team, enthusiastic for any challenge.• A can do attitude, prepared to go the extra mile for the participants.• Able to think creatively adapt, reassess, and solve problems leading up to and during the event• Willing to speak one's mind and listen to the views of others. • Happy to work within a team, or on occasion as an individual (task dependent)• Must be over 18 (over 25, and clean driving license for vehicles)

Essential Requirements:

As part of this role, you will be required to:

- Attend regular conference calls as well as occasional weekend meetings. Exact meeting dates will be provided to the successful candidate.
- Visit groups internationally and nationally (as required)
- Attend site visits.