



**Role Description: Head of Programme**

<b>Position:</b>	Head of Programme
<b>Role Duration:</b>	December 2019 – September 2020
<b>Responsible to:</b>	MSF Project Management Team
<b>Responsible for:</b>	Zone/Sub Camp Leads Entertainment Lead Creativity Lead
<b>Role Summary</b>	Responsible for the development, maintenance and execution of the jamboree programme, working alongside the MSF Project Management team to ensure smooth delivery.
<b>Key Responsibilities:</b>	<p>To lead a team in order to plan and deliver a programme for attendees (beavers, cubs and scouts) at the camp. This will include:</p> <ul style="list-style-type: none"><li>• Supporting team leads in planning an engaging programme for attendees</li><li>• Taking lead on planning the communal parts of the programme</li><li>• Creating a programme matrix for the camp</li><li>• Ensuring the programme runs smoothly during the event</li><li>• Assessing and co-ordinating the planned time scales of the activities</li><li>• Handling any issues which occur before and during the camp</li><li>• Responsible for booking activities for young people with external suppliers</li><li>• Managing a team to deliver the programme throughout the camp</li><li>• Managing given budget</li></ul>



**Person Specification: Head of Programme**

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of programme or event planning.</li><li>• Experience of previous Jamborees and/or large scale camps would be helpful.</li><li>• Experience of working on Microsoft Excel</li></ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team, enthusiastic for any challenge.</li><li>• A can do attitude, prepared to go the extra mile for the participants.</li><li>• Able to think creatively adapt, reassess, and solve problems leading up to and during the event</li><li>• Ability to make last minute changes and be able to communicate to team members and young people</li><li>• Happy to work within a team, or on occasion as an individual (task-dependant)</li><li>• Must be over 18 (over 25, and clean driving licence for vehicles)</li></ul>

**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.
- Attend site visits.