

Role Description- Unit Leader

Unit Leader – Hertfordshire Unit to World Scout Jamboree

Responsible to: Nominee of County/Nation Lead Volunteer

Responsible for:

- Deputy Unit Leader
- Unit Leadership Team Membership Team Members (x2)
- Youth participants

Main Contacts

Internal:

- County Lead Volunteers and County Teams
- Unit Leadership teams of other Hertfordshire Jamboree Units
- County Advisers and County Scouters
- District Lead Volunteers (or nominees)
- Headquarters: UK Contingents Office, UK Contingent Leader, UK Contingent Management & Support Team

External:

- Unit members
- 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 World Scout Jamboree in Gdansk, Poland in 2027.

Main Activities:

- To attend the World Scout Jamboree in Gdansk, Poland 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 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
- To attend Contingent events, training days/ weekends, etc and to work closely with UKHQ volunteers 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 (e.g. 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 Lead Volunteer (or nominee) and the Contingent Leadership Team.

Role Description- Deputy Unit Leader

Deputy Unit Leader – Hertfordshire Unit to World Scout Jamboree

Responsible to: Unit Leader

Responsible for:

- Unit Leadership Team Members (x2)
- Youth participants

Main Contacts

Internal:

- County Lead Volunteers
- Unit Leadership teams of other Hertfordshire Jamboree Units
- County Leadership Team Members
- County Advisers and County Scouters
- District Lead Volunteers (or nominees)
- Headquarters: UK Contingents Office, UK Contingent Leader, UK Contingent Management & Support Team

External:

- The young people
- 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 World Scout Jamboree in Gdansk, Poland in 2027.

Main Activities:

- To attend the World Scout Jamboree in Gdansk, Poland 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 Unit Leadership Team Member's Role Description, to ensure an 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

Role Description- Unit Leadership Team Member

Unit Leadership Team Member – Hertfordshire Unit to World Scout Jamboree

Responsible to: Unit Leader

Responsible for:

- Youth participants
- Others agreed with Unit Leader as appropriate

Main Contacts

Internal:

- Unit Leadership teams of other Hertfordshire Jamboree Units
- District Lead Volunteers (or nominees)
- County Advisers and County Scouters

External:

- The young people
- 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 World Scout Jamboree in Gdansk, Poland in 2027.

Main Activities:

- To attend the World Scout Jamboree in Gdansk, Poland 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
- 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 to ensure all relevant Unit preparations and administration meet UKHQ deadlines
- To assist in the communication of all relevant information about the Jamboree to relevant parties (e.g., young people and their parents)
- To support in the production of a programme of activity, training and team building (including weekend camps and other Unit events) is developed for the Unit 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

You also may be required to assist in the following tasks as agreed with the Unit Leader:

- work with the County Media Team 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 Unit Leadership Team Member will be requested to take on the following responsibilities within the Unit:

- Communications Lead –who will share the magic of the Jamboree with Scouts 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, Instagram, Website). This role will be supported by the UK CMT/CST and national media team.

Other particular roles that a Unit Leadership Team Member 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.