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| **Selection of Unit Leaders / Adult supporters****Staffordshire Units****Kent International Jamboree Summer 2021****Kandersteg Winter Adventure 2022****Denmark Jamboree Summer 2022** |

Information Letter

Dear Colleague,

We hope that you will consider applying for a position in the leadership teams to support our Units attending the upcoming international events.

Kent International Jamboree – 8 days to be confirmed between 30th July – 7th August

Kandersteg Winter Adventure – 18th – 27th February 2022 (dependant on flights)

Denmark International Jamboree – 14 days to be confirmed, likely to be the first two weeks of the summer holidays 2022

There are expected to be a variety of Leader positions available (including one Unit Leader, one Deputy Unit Leader, Assistant Unit Leaders and Adult supporters) for each event. We hope that a large number of adults will want to take part in these events and so a role description and person specification have been produced, see appendices below. These highlight what the roles entail and the skills and experiences we are looking for to ensure we can deliver some amazing experiences for the young people attending.

The anticipated costs for each event are as follows:

Kent – Leaders £200, adult supporter £275

Kandersteg – Leaders £600, adult supporter £900

Denmark – Leaders £700, adult supporter £1,000

As with previous international events the cost will be paid in instalments and the payment period will likely run between December 2020 up to the event. Local fundraising efforts are encouraged and financial status should not be a barrier to supporting the event.

The selection panel are keen that any adult in Staffordshire that wants to apply should do so and consider the international experiences a development opportunity for adult volunteers, as much as for young people.

The information you provide within your application form will enable us to make a decision about inviting you to an interview. The interview process will be short and friendly – we want to find out about you and why you want to go to any of the events, listen to some of your experiences in and out of Scouting, and to understand what you would bring to a leadership team.

We are planning on offering five options for interview and you are asked to indicate on your application form which date / time you prefer. If invited to interview we will try and give you your top preference, but please try and keep at least the first two options free until we confirm. The options will be:

* Sunday 10th May (10am onwards)
* Monday 11th May (6pm onwards)
* Thursday 14th May (6pm onwards)
* Monday 18th May (6pm onwards)
* Thursday 21st May (6pm onwards)

As well as the interview, we may ask you to participate in another event: the purpose of which will be to learn more about your team working and leadership skills and how you work with young people of the Scout and Explorer Scout age range. Therefore please keep Saturday 4th July free to participate in the event (note this will be at BIG camp, being held at Beaudesert Campsite) so we would hope to work round any other commitments you may have at camp if you are supporting or attending the event.

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| 14th March | Application form and information published. |
| 30th April | Deadline for receipt of applications. |
| 8th May | Notification to applicants whether they are invited to interview |
| 10th – 21st May | Interviews |
| 29th May | Confirm invitations to selection event |
| 4th July | Selection day event |
| 10th July | Notify applicants whether they have been selected as part of the Unit Leadership Teams |

The selection process is being run by Paul Creaser (DCC), Josh Latham (ACC International), other members of the County Team and some young people with prior international experience. If you have any questions about the process or the above dates pose problems for you, you are very welcome to contact us:

Paul Creaser – Paul.Creaser@StaffordshireScouts.org.uk / 01543 417825 / 07812 524591

Josh Latham – Josh.Latham@StaffordshireScouts.org.uk / 07939 160160

Please note the deadline for applications is **30th April**. All applications must be submitted by email to OnTour@StaffordshireScouts.org.uk and you will receive confirmation that this has been received within 48 hours. Unfortunately, applications submitted after this deadline will not be considered. If you don’t hear from us within 72 hours of submitting your application, please phone Paul Creaser and double check.

We do hope that you will apply and look forward to receiving your application. Please remember to study the person specifications and role descriptions carefully and consider what skills and experiences you have that would contribute to ensuring the young people from Staffordshire have the best international experience of their lives.

Yours in Scouting!

Paul Josh

Paul Creaser Josh Latham

Deputy County Commissioner (Programme) Assistant County Commissioner (International)

## Role Description - Unit Leader

**Unit Leader – Staffordshire Unit**

**Role summary:**  To lead and manage a Unit attending an international Jamboree or event

**Main Activities:**

* To attend an international Jamboree or event 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 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 Unit.
* To be involved in the process of selecting youth participants for the Unit.
* To communicate all relevant information about the event to relevant parties (e.g. young people and their parents, County team and District teams 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 event.
* To encourage the raising of funds by the young people in the Unit.
* To ensure the production of “merchandise” for the Unit; i.e. t-shirts, badges, etc; in partnership with the Unit.
* To ensure that a member of the team liaise with the County 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 Assistant County Commissioner (International), Deputy County Commissioner (Programme) and County Commissioner.

## Role Description - Deputy Unit Leader

**Deputy Unit Leader – Staffordshire Unit**

**Role summary:**  To assist the Unit Leader in leading and managing a unit attending an international Jamboree or event

**Main Activities:**

* To attend an international Jamboree or event and be 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 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 - Assistant Unit Leader

**Assistant Unit Leader – Staffordshire Unit**

**Role summary:**  To assist the Unit and Deputy Unit Leader in leading and managing a Unit attending an international Jamboree or event

**Main Activities:**

* To attend an international Jamboree or event and be 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 Unit.
* To assist in the communication of all relevant information about the event to relevant parties (e.g., young people their parents, County teams and District teams).
* 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 event.
* To encourage and support the raising of funds by the young people in the Unit.
* To assist with the production of “merchandise” for the Unit; i.e. t-shirts, badges, etc; in partnership with other Units.
* Liaise with the County 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 or Deputy Unit Leader.

**Specialist Activities:**

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

* Fundraising Lead – Will take on the role of supporting young people in their fundraising activities. This may include organising bag packs, fundraising events and providing the young people with ideas they can run themselves.
* Administration Lead - Will take on the role of efficient handling of all the personal data for their Unit.

## Role Description - Adult Supporter

**Adult Supporter – Staffordshire Unit**

**Role summary:**  To support the Unit Leadership team in attending an international Jamboree or event

**Main Activities:**

* To attend an international Jamboree or event.
* To assist the Unit leadership team with tasks that allow the unit to function smoothly (i.e. domestic tasks).
* To attend the programme of activity, training and team building (including weekend camps and other Unit events) with the Unit in order to build a functioning and cohesive team in time for the event.
* Contribute to the review and feedback process as required.

### Person Specification for:

### Unit Leader, Deputy Leader, Assistant Unit Leaders

An international event offers a unique experience to each participant who attends and provides them with opportunities to develop their independence and self-confidence.

The role of the Unit Leadership Team is key in making sure that all participants in the Unit have a positive international experience – from the moment a young person applies to be a member of a Unit through to the end of the event.

Being a Unit Leader, Deputy Unit Leader or Assistant Unit Leader is challenging but is also extremely rewarding. The table below indicates 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). You should be able to help deliver a truly youth shaped experience. Please use this document (along with the role description) to help focus your application.

Being an Adult Supporter would allow you to fully engage with the unit and experience an international event whilst not having the same level of responsibility as the Unit Leaders. Your role is integral to the smooth running of the camp, to enable to Unit Leadership team to fully support the young people in all areas of welfare and programme.

|  | **Unit Leader / Deputy Unit Leader** | **Assistant Unit Leader** | **Adult Supporter** |
| --- | --- | --- | --- |
|  | Essential | Desirable | Essential | Desirable | Essential |
| **Experience of:** |  |  |  |  |  |
| Working with or understanding 10-18 age group | ✓ |  | ✓ |  |  |
| Camping for extended periods |  | ✓ |  | ✓ |  |
| Previous international experience  | ✓ |  |  | ✓ |  |
| Working and delivering projects on budget  |  | ✓ |  | ✓ |  |
| Implementing the methods, values and key policies of The Scout Association | ✓ |  | ✓ |  | ✓ |
| Managing a camp environment, including cooking, hygiene and cleaning | ✓ |  |  | ✓ |  |
| **Skills and Knowledge** |  |  |  |  |  |
| Have (or be willing to work towards) a leadership Wood Badge | ✓ |  | ✓ |  |  |
| Planning or project skills in putting together team building and training events | ✓ |  |  | ✓ |  |
| Management skills in working with adults | ✓ |  | N/A | N/A | N/A |
| Strong team working skills | ✓ |  | ✓ |  | ✓ |
| Strong leadership skills in working with young people | ✓ |  | ✓ |  |  |
| Delegation skills | ✓ |  |  | ✓ |  |
| Decision-making skills | ✓ |  | ✓ |  |  |
| Commitment to and understanding of diversity and equality issues within a multicultural environment  | ✓ |  | ✓ |  | ✓ |
| Communication skills | ✓ |  | ✓ |  | ✓ |
| Create and maintain a safe and positive environment for young people and adults during the event  | ✓ |  | ✓ |  | ✓ |
| Promote and safeguard the welfare of young people in your care by upholding the Yellow Card at all times  | ✓ |  | ✓ |  | ✓ |
| **Characteristics** |  |  |  |  |  |
| Have the confidence and awareness to lead and inspire a Patrol of young people | ✓ |  | ✓ |  |  |
| 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 | ✓ |  | ✓ |  |  |