



## Suffolk County Scout Council

15<sup>th</sup> April 2013

Dear Colleague,

We hope that you will consider applying for a position in the leadership team for the Suffolk Unit that will be attending the 23<sup>rd</sup> World Scout Jamboree to be held in Japan in 2015. There are 4 Leader positions available (1 Unit Leader, 1 Deputy Unit Leader and 2 Assistant Unit Leaders).

We are sure that a large number of adults will want to take part in this event as a Unit Leader, so role descriptions and person specifications have been produced to highlight what the roles entail and the skills and experiences that we are looking for. Please study these documents carefully before sending an application in. The selection panel are keen that every adult in Suffolk that wants to apply should do so. We consider the Jamboree experience a development opportunity for adults as much as for young people.

When you apply, please make sure you read and complete the application form carefully- what you write in your application form will determine whether or not you will be invited to interview. The interview day will be informal and friendly – we want to find out about you and why you want to go to the Jamboree, listen to some of your experiences in and out of Scouting, and to understand what you would bring to a leadership team. Please note that we have been advised that we make clear from the outset that Japanese culture considers tattoos socially unacceptable. If you are tattooed you will need to be able to conceal them adequately from public view.

The selection day will be on 30<sup>th</sup> June at Mildenhall Scout HQ. You will need to make sure that you are free on this date. The time line for the application and selection process is as follows:

|                        |   |
|------------------------|---|
| 15 <sup>th</sup> April | Application documents published.  |
| 1 <sup>st</sup> June   | <b>12noon- Deadline for receipt of applications- applications after this time will not be considered.</b> |
| 15 <sup>th</sup> June  | Applicants notified whether they are invited to selection day.  |
| 30 <sup>th</sup> June  | Selection day- details of the format of the day will be released.   |
| 15 <sup>th</sup> July  | Applicants notified whether they have been selected.  |

All applications must be submitted by email to [adcinbse@aol.com](mailto:adcinbse@aol.com) and you will receive email confirmation that this has been received within 48 hours. If you don't hear from us within 48 hours of submitting your application please phone 07795 632982 and double-check.

We look forward to receiving your application soon. Good luck!

A handwritten signature in black ink, appearing to read 'Leigh Foster'.

Leigh Foster  
Deputy County Commissioner



## Suffolk County Scout Council

# Introduction

## The World Scout Jamboree

A World Scout Jamboree (WSJ) is a gathering of Scouts and Guides from all over the world for an exciting programme of global development, peace, cultural understanding, adventure, friendship and fun.

The Scout Association has a long history of sending groups of Scouts, known as a Contingent, to attend the WSJ. In 2007 The Scout Association (TSA) hosted the 21<sup>st</sup> WSJ at Hylands Park in Essex and in 2011 the UK Contingent to the 22<sup>nd</sup> WSJ in Sweden was the association's largest ever overseas expedition.

Building on this success TSA intends to form a Contingent to attend the 23<sup>rd</sup> World Scout Jamboree in Japan, 2015.

## 23<sup>rd</sup> World Scout Jamboree, Japan 2015

### *What do we know about the Jamboree so far?*

Lots of details about the 23<sup>rd</sup> WSJ are not yet known but further information can be found at <http://www.23wsj.jp/>.

### *Theme*

The theme for the 23<sup>rd</sup> WSJ is "WA- A Spirit of Unity", is described in a Kanji Character, and has many meanings in one word. "WA" stands for harmony, unity, friendship and peace. Wa also means Japan too.

### *Date*

Tuesday, 28 July To Saturday, 8 August 2015  
the UK's participation is likely to include a event and Home (or Hosted) Hospitality

### *Venue*

Kirara-hama, Yamaguchi City, Yamaguchi Prefecture, Japan

Coordinates : N 34°01' , E131°23'

Altitude : 2.7m - 15.8m

Avg.Temp. :Max30.6°C/Min 25.2°C

Avg. Rainfall : 4.1mm / day



(although pre/post





## Suffolk County Scout Council

### Jamboree Programme

The Jamboree programme is expected to include the following elements:

#### *Peace Programme*

A one-day off-site programme to Hiroshima will provide the opportunity for all participants to learn from the events of 1945. Participants may visit the Hiroshima Peace Memorial Park including the museum.

#### *Peace Memorial Ceremony*

As 2015 is the 70th anniversary of the atomic bombing of cities in Japan, we are creating the possibility for representative Scouts - possibly one from each NSOs - to attend the Peace Memorial Ceremony in Hiroshima.

#### *Global Development Village (GDV)*

GDV will be an on-site module programme, which tries to raise awareness of global issues such as peace, the environment, development, human rights and health among participants. As the 23WSJ will be held in Japan, GDV will focus on disaster mitigation. We will ask for active involvement of the UN agencies, NGOs and NPOs.

#### *Exploring Nature*

A full day programme that will foster better understanding of the surrounding nature to bring appreciation to the environment. This programme will be held in Yamaguchi City where the Kirara-hama is.

#### *Cross Road of Culture (CRC)*

CRC will be an activity to promote the exchange of cultures, and learn respect for the cultures amongst participants.

Also in the CRC programme, we will try to have a programme aimed at deepening the cultural understanding of Japan from traditional culture to pop culture among the participants.

#### *City of Science (COS)*

COS, which will be one-day programme in Kirara-hama, which will deepen the understanding of advances in science and technology and the benefits and problems associated with science. This programme provides a venue for learning about the development of fuel cells and other energy sources for the future, ecological problems, and robotics and automotive technologies.

#### *Community Services*

There will be a day for community services. Participants can compare their own community to another community. This programme includes practical implementation of the "Reaching Out" strategy in the local community. Participants will be able to experience the real Japan by working with local people.

#### *Water Activities*

Water activities such as sailing, wind surfing, snorkelling, rafting and fishing will be carried out at lakes, rivers or the nearby coast.



## Suffolk County Scout Council

### Person Specification for:

### Unit Leader, Deputy and Assistant Unit Leaders – Suffolk Unit to World Scout Jamboree

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<br>Unit Leader |           | Assistant Unit<br>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 working towards) Explorer Scout leadership wood badge  | ✓                                 |           | ✓                        |           |
| Have (or be willing to work towards) appropriate Nights Away permit/ Senior Section Camp Licence                                     | ✓                                 |           | ✓                        |           |
| Jamboree/ international interest and/or experience   | ✓                                 |           | ✓                        |           |
| Working to and delivering projects on budget   |                                   | ✓         |                          | ✓         |
| Have a clear understanding of the methods, policies and values of The Scout Association.   | ✓                                 |           | ✓                        |           |
| 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   | ✓                                 |           | ✓                        |           |
|  |                                   |           |                          |           |



## Suffolk County Scout Council

|   | Unit Leader/Deputy<br>Unit Leader |           | Assistant Unit<br>Leader |           |
|---|-----------------------------------|-----------|--------------------------|-----------|
|   | Essential                         | Desirable | Essential                | Desirable |
| <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  | ✓                                 |           | ✓                        |           |

### 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.



## Suffolk County Scout Council

# Role Description- Unit Leader

## Unit Leader – Suffolk Unit to World Scout Jamboree

**Responsible to:** - Leigh Foster, Deputy County Commissioner

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

**Main Contacts**  
**Internal:** - County Commissioner and Deputy County Commissioners  
- 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:** - 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
- 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)



## **Suffolk County Scout Council**

- 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 agreed with the Deputy County Commissioner and the Contingent Leadership Team.





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## Role Description- Deputy Unit Leader

### Deputy Unit Leader – Suffolk Unit to World Scout Jamboree

**Responsible to:** Unit Leader

**Responsible for:**

- Assistant Unit Leaders (x2)
- Youth participants

**Main Contacts**

**Internal:**

- County Commissioner and Deputy County Commissioners
- 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:**

- 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





## Suffolk County Scout Council

### Role Description- Assistant Unit Leader

#### Assistant Unit Leader – Suffolk Unit to World Scout Jamboree

**Responsible to:** Unit Leader

**Responsible for:**

- Youth participants
- Others agreed with Unit Leader as appropriate

**Main Contacts**

**Internal:**

- County Commissioner and Deputy County Commissioners
- Assistant County Commissioners in the County
- County Advisers and County Scouters

**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
- 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



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- 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.