



## **Role Description for: Assistant Unit Leader – GLNE Unit to World Scout Jamboree**

**Responsible to:** Unit Leader

**Responsible for:** Nil (or to be agreed with Unit Leader as appropriate)

**Main Contacts**  
**Internal:**

- County Commissioner and Deputy County Commissioners
- Team Global
- Unit Leaders and Assistant Unit Leaders of other Essex Jamboree Units
- Assistant County Commissioners in the County
- County Advisers and County Scouters

**External:**

- Girlguiding UK
- Parents and supporters of young people in Unit
- Sponsors and supporters of the Jamboree Unit
- Media contacts (in partnership with County Media Team)

**Role summary:** To assist the Unit Leader in leading and managing a Jamboree Unit attending the 22nd World Scout Jamboree in 2011.

### **Main Activities:**

- To be a part of the Unit Leadership team
- To contribute (if necessary) to the financial management of the Unit
- 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 HQ volunteers in order to ensure all relevant Unit preparations and administration meet HQ deadlines
- To assist in the communication of all relevant information about the Jamboree to relevant parties (eg, young people and their parents)
- To ensure 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 contribute to the training and development of the Leadership team
- To co-ordinate a fundraising strategy across the unit encouraging young people to raise funds collectively and individually.
- To support the production of “merchandise” for the Unit (if desired); ie t-shirts, badges, etc; in partnership with other Units
- To support the Unit Leader in working with the County Media Team to identify local Unit stories and make full use of the publicity generated from the Jamboree
- To support the Unit Leader in liaising 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 may be reasonably requested by the Unit Leader