

# Role Description - Unit Leadership Team Member

**Responsible to:** Unit Leader

**Responsible for:** Youth participants  
Others agreed with Unit Leader as appropriate

## Main Contacts

**Internal:** County Lead Volunteer and County Team  
Unit Leadership teams of other Jamboree Units  
District Lead Volunteers  
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 the County Communications Sub-Team Leader)

**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 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 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 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

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

- work with the County Communications Sub-Team to identify local Unit stories and make full use of the publicity generated from the Jamboree
- liaise with the County Communications Sub-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 particular 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 Communications Sub-Team Leader 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 an 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.

## Information Letter/ website copy (adapt as needed)

We hope that you will consider applying for a position in the leadership teams for the [County] Units that will be attending the 25th World Scout Jamboree to be held in Gdansk, Poland in 2027.

There are X Leader positions available (X Unit Leaders, X Deputy Unit Leaders and X Unit Leadership Team Members) that will be split though the X Units [County] has been granted.

We are sure that a large number of adults will want to take part in this event as a Unit Leader and so a role description and person specification has been produced to highlight what the role entails and the skills and experiences we are looking for. Please study these documents carefully and do send an application in. The selection panel are keen that every adult in [County] that wants to apply should do so, and 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. We anticipate a large number of applications and we will use what you write in your application form as the basis on which to make a decision about inviting you to a selection event.

This event will be an opportunity for you to tell and show us more about you, why you would like to take on a leadership role at the Jamboree, find out more about how your skills and experiences (in and out of Scouting) would support you to be a great member of the leadership team. As well as a chance for you to meet others, find out more about what being a jamboree leaders means and if it is right for you at this point.

Details of Timeline here

1<sup>st</sup> May Online Application open

30<sup>th</sup> May Deadline for receipt of applications [Counties / Nations can set this earlier. System will stay live until 30<sup>th</sup> May]

[e.g. 7 July] Invitations issued to selection event

[e.g. late July] Selection event

[e.g. 31 July] Notify applicants of outcome

If these dates pose problems for you, please let us know by contacting us on....

Application process details here, based on local area

[Apply Here](#) [This is the full link - <https://app.smartsheet.com/b/form/5a63b25def5e447b8b355a8c19e4cd8a> ]

We do hope that you will apply, and remember, study the person specification and job description carefully and consider what skills and experiences you have that would contribute to ensuring the young people in the [County] Units to the World Scout Jamboree have a truly great international experience.

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

[Sign off]

## Online Application Form

The below information will be collected through online application and shared with County representatives as they are submitted (not at the closing date).

<https://app.smartsheet.com/b/form/5a63b25def5e447b8b355a8c19e4cd8a>

**Application form for Unit Leader/ Deputy Unit Leadership Team Member/Unit Leadership Team Member in [COUNTY] Units to World Scout Jamboree in Gdansk, Poland in 2027.**

Please indicate your role preference:

Unit Leader ☐ Deputy Unit Leader ☐ Unit Leadership Team Member ☐ No preference ☐

Section1: PERSONAL INFORMATION	
Full Name: (as per passport)	
Known as /preferred to be called	
Address:	
Postcode:	
Phone number	
Email address	
DoB	
Gender	Drop down
Occupation:	
Jamboree application information	
Which County/Country are you applying for	Drop down
Which Role are you applying for (tick all that apply)	Unit Leader Deputy Unit Leader Unit Leadership Team Member
Scouting information	
Current Scouting appointment	Tick list if want all , or drop down if want 'main'
Main Unit name	Free text
Main Unit District	Drop down pick list (is this possible)
Main Unit county	Drop down pick list
Main Region	Drop down pick list
Brief history of your Scouting or other relevant voluntary experience	
Other hobbies/ interests:	

Please indicate  
any special or  
additional  
needs you have:

### Section 3: APPLICATION

Please use this space to describe why you are applying for the role and what you can bring to the team. The role description and person specification should be used as guidance and prompts.

We would like to understand what has motivated you to apply and what you could bring to the team and the Jamboree experience for the young people in the Unit. Use this space to sell yourself, and to explain what relevant experience you have of the age range and how your camping, practical, administrative, management or other skills would be useful to the team. This section must not exceed two sides of A4 (in standard type!)