

## Assistant Unit Leader – ScoutsCymru to 24<sup>th</sup> World Scout Jamboree

**Responsible to:** Unit Leader

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

**Main Contacts:** Region and Area Commissioner

**Internal:** Unit Leadership teams of other Jamboree Units  
Assistant Area Commissioners International  
Area Media Managers  
District Commissioners

**External:** Parents/Carers of young people in Unit  
Sponsors and supporters of the Jamboree Unit  
Media contacts (in partnership with County Media Development)

**Role Summary:** To assist the Unit Leader and Deputy Unit Leader in leading and managing a Jamboree Unit attending the 24<sup>th</sup> World Scout Jamboree.  
To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times.  
To promote and safeguard the welfare of young people by following the Yellow Card at all times.  
To be committed to and have an understanding of diversity and equality.

**UK Contingent Vision:** To deliver a unique international adventure shaped by young people, where contingent members will develop personally and have a positive longer term impact on Scouting and beyond.

### **Main Activities:**

- To attend the World Scout Jamboree in North America and support the Unit Leader and Deputy Unit Leader in being responsible for the safety and operation and wellbeing of the Unit.
- To be part of the Unit Leadership Team.
- To engage with the UK Contingent Team to support a “Youth Shaped” experience and ensure personal development goals for the Unit are met.
- To contribute (if necessary) to the financial management of the Unit.
- To contribute to the training and development of the Unit Leadership Team.
- To contribute to the review and feedback process as required.
- To work with local members of the International Service Team to allow them to integrate into the Unit experience.
- To have completed the Wood Badge or achieved a reasonable amount of development as agreed with the UK Contingent.
- Any other duties as may be reasonable requested by the Unit Leader.
- To undertake a programme of personal development as provided by the UK Contingent Team.
- To uphold and enact the values of Scouting (care, co-operation, belief, respect and integrity) at all times
- Promote and safeguard the welfare of young people by following the Yellow Card at all times.
- To demonstrate commitment to and understanding of diversity and equality.

### **You may also 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 attend UK Contingent event (training days, weekends, etc) and to work closely with UK Contingent Team members to ensure all relevant Unit preparations and administration meet deadlines.
- To communicate all relevant information about the Jamboree to relevant parties (e.g. other Unit Leaders, young people and their parents/carers, and Area teams).
- 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 fundraising by the young people in the Unit.
- To ensure the production of a visual identity (in accordance with UK Contingent guidelines) and “merchandise” for the Unit (if desired); i.e. t-shirts, badges, etc; in partnership with other Unit Leaders and young people.

- To ensure that a member of the team liaise with the ScoutsCymru and Area media teams to create appropriate communication tools (i.e. email lists, forums, blogs, websites, etc).
- To works with the Contingent Management Team Member (Communications) and the County Media Teams to identify Unit stories and make full use of the publicity generated from the Jamboree.

## Specialist Activities:

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

**Communications Lead** (“Communications Champion”): The Unit’s communication champion will be responsible for sharing the magic of the Jamboree experience (from selection to returning home) with Scouting and Guiding within the Unit’s Region and Area. They will act as a focal point for Unit communications, working with ScoutsCymru and Area Media manager to develop and inform local media plants to ensure on-brand local coverage in local radio and newspapers. They will also be responsible for managing the Unit’s online presence (Unit website, Facebook, Twitter and Instagram) and developing young people in sharing their Jamboree stories via social media. The UK Contingent Communications Team will support the role.

Other 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 UK Contingent Team.
- Youth Engagement Lead – We are striving to make this Jamboree truly Youth Shaped and 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 adult, involving the participants in all levels of decision making (visual identity, badge design, merchandise, training content weekend etc.)
- Personal Development Lead – liaising with the UK Contingent Team to deliver a programme of development for the Unit.