

Charnwood: Leicestershire Scout and Guide International Camp

Role Description:	Participation: Crèche Team Leader
Role Purpose:	To plan and provide a crèche for the event
Appointed by:	Participation Managers in conjunction with the Camp Directors
Responsible to:	Participation Team Managers
Reporting to:	Participation Team Managers
Responsible for:	Staff Crèche Team
Main Contacts:	Your team Participation Team Managers and Participation Team Adult Participants and their children All other Charnwood Teams
External Contacts:	Local Authority and County Council (re child care requirements) Government and External Statutory Agencies / Licensing Authorities

Key Tasks:

- To operate the crèche for the younger children of staff and section leaders
- To research need and define appropriate operating hours and practices
- To provide the information to enable options to be communicated
- To plan and source the required facility
- To plan the staff requirements to operate the crèche
- To ensure the facility operates in accordance with all statutory requirements and best practices
- To define the structure of the Crèche Team, agree with Participation Managers, write role descriptions and recruit suitable people, in liaison with the Staff Team
- To communicate regularly with team members and the Participation Managers. To provide monthly updates to the Participation Managers in an agreed format
- To prepare a budget and timeline for the task and manage to agreed versions thereof
- To review and feedback on the performance of staff within the team and provide line management support to all team members
- To provide an interim report (within two months) prior to the event and a final end of event report within two months of the last day of camp to assist in the future planning of the event. The reports to include feedback from young participants, section leaders and sub camp teams
- To contribute to and implement the policies, aims and objectives of the event
- To contribute fully as a member of the Participation Team
- Any other job of a similar or related nature requested by the Camp Directors or CMT

Skills and attributes: able and willing to:

- Be conversant in legislation relevant to running crèche facilities
- Buy the big picture – it is not about you, nor the team, but about the event succeeding, for the benefit of the young people

- Actively recruit and lead a volunteer team, including effectively managing meetings, communications, work agendas and all interactions
- Empathise – listen, understand and react to the needs of people within and without the team at all stages of the project (especially ‘on event’)
- Inspire – support everyone we meet on the road to move a mile (kilometre) further (or an inch) (or a millimetre)
- Communicate – up, down and sideways – effectively and enthusiastically. In the written word, orally or in any chosen communications media (#communicate, etc.)
- Flexible – tasks can evolve and erupt
- Email and PC tool literate (social media a benefit)
- Relish a challenge and cope with change
- Liking children is an advantage

Attitude, Contribution and Commitment:

- Can do. There will be many challenges and asks beyond this RD. We need an attitude to make it happen, whatever it takes
- Be up for it. Be ready to join, contribute, deliver for and enjoy a great team
- Be ready to commit the time required to fulfil role, in consideration of other family, work Scouting and other volunteer commitments

In conjunction with the Participation Team Managers, responsible for preparing and overseeing the following event policy(s):

- Childcare Policy
- Any other related policies