

Charnwood: Leicestershire Scout and Guide International Camp

Role Description: Programme: Ceremonies Team Leader

Role Purpose: To management all Ceremonies throughout the event including Youth Members day requirements.

Appointed by: Programme Team Managers in conjunction with the Camp Directors

Responsible to: Programme Team Managers

Reporting to: Programme Team Managers and Zone Team Leaders

Responsible for: Overall management of Ceremonies throughout the event

Main Contacts: Program Team Managers

Health and Welfare Team Manager

Facilities Team Manager

Facilities Entertainment and Arena Team Leader

External Contacts: Suppliers

Entertainers

Key Tasks:

- In conjunction with the Youth Forum, Youth Ambassadors, and Programme Management Team, you will assemble a team, and manage the team, who can provide a fun, vibrant, adventurous and engaging programme of staged ceremonies (opening & Closing).
- Create a safe atmosphere, abiding to the aims and objectives of the camp.
- Programme ideas should focus on an international theme and embraces an international theme of friendship, cultural awareness and the world around us
- To ensure that Budget constraints are met
- To ensure that all ceremonies meet the relevant activity rules of TSA & GGUK are met
- To put together a team to include members that will be able to produce relevant shows
 - Director
 - Musical Director
 - Cheorgrapher
 - Lighting & Sound

- Stage Manager

- To produce relevant Health & Safety Risk Assessment
- Contribute to and implement the policies, aims and objectives of the event
- Any other job of a similar or related nature requested by the Camp Directors or CMT

Skills: able to;

- Team management skills
- Planning and organisational
- Hold a current DBS
- Enthusiastic and competitive person
- Outgoing, reliable and enthusiastic team player

Including responsibility for the following event policy(s):-

- All policies relating to the job role.
 - Health & safety
 - Finance
 - Safeguarding

DRAFT