



A&E TEAM LEADER

Team Leader (Admin, Junior Peak)

Do you have the passion and imagination to deliver a varied, vibrant and exciting educational programme at Peak 2020?

It is extremely important that the programme at Peak guarantees that young people from around the world have the best possible big camp experience. More than 5000 Scouts and Guides from all over the world will be descending on Chatsworth in July 2020 expecting to gain new experiences, from waking up until going to sleep every day.

As a team leader, your job will be to inspire, guide and mentor your team members to ensure they reach their full potential and deliver the best activity at Peak.

Starting from now, you along with your manager and fellow team leaders, will begin developing ideas new and old to create a brilliant programme. By working as a team, we will ensure that all the activities and events are fully inclusive and cater for a wide range of tastes and abilities.

Informal enquiries to chris.wilkins@peakcamp.org.uk.

General Role Description:

To be responsible for admin at Junior Peak 2020. As an Activities and Events team leader, you will be a crucial member of the Activities and Events team. You will report to and work closely with your manager and will be required to provide regular updates at team meetings. You will be required to work as a closely-knit team with the other team leaders, Managers, Coordinators and Directors to develop ideas from conception to delivery in 2020.

Key Responsibilities:

- To co-ordinate and lead the admin team delivering Junior Peak who will be responsible for
 - Co-ordinating the bookings and arrivals for Junior Peak
 - To ensure numbers are balanced between each Junior Peak session
 - The creation of a welcome pack for each group to contain:
 - a junior peak bag and badge for each participant
 - map and information leaflet for leaders
 - Assist with the staff admin associated with Junior Peak including staff check in.
 - Running the refreshment stand for leaders during the event and ensuring drinks are on hand for staff members.
- Coordinate the minute taking for all Junior Peak planning meetings and ensure they are circulated to attendees as required.

- Coordinate the risk assessments for all activities and ensure staff members are aware of their location.
- To keep the Junior Peak Manager up to date with progress in the planning of Junior Peak 2020.

General responsibilities:

- To assist the Junior Peak Admin Team Leader to ensure that all relevant permissions are sought from participants
- To assist the Junior Peak Manager in producing the necessary advertising material for Junior Peak
- To assist the Junior Peak Manager with budgeting (obtaining quotes, negotiating contracts and prices etc).

Personal Attributes:

- You are well organised
- You are communicative
- You are enthusiastic about working with young people of the Junior Peak target age group
- You will present your ideas in an accurate and informative way
- You will listen to the ideas of members of your team, ensuring that everyone on the team is listened to and has an input.
- You can lead a team of volunteers in an enthusiastic and positive way.