



Kent International Jamboree 2025

Volunteer Vacancy Pack

Role Title:

Operations Team Assistant

Reporting to:

Head of Operations

Role Description:

Responsible for;

- Providing general support to the Operations Department.

The main activities/duties of this role include;

- To assist with administrative duties within JamCOM i.e. report collating, note taking, face to face enquiries
- To provide logistical support to the operational teams i.e. maintaining equipment logs, supply replenishment
- To carry out tasks as required in order to ensure to operational readiness of all teams
- To provide JAMCOM support, working alongside all staff in the event of a significant incident

Essential Requirements:

- A member of either the Scout or Guiding Associations, or a willingness to join either
- Be over 18
- Hold a current DBS check and ensure it is valid for the event. (DBS number will be required)
- Can organise, manage and communicate in a consistent, professional manner
- Hold a Scout / Guide First Aid qualification
- Be friendly, welcoming and have a personable approach
- Be willing to work at obscure times and unsociable hours – shift work is required for this role due to 24hr cover





- Able to make effective decisions and operate under pressure
- Confident in managing a team

Nice to haves:

- Have experience of jamboree teams or similar either inside or outside of Scouting/Guiding.

If this role is of interest to you and you wish to apply, then please complete the form found at <https://www.kij.org.uk/>

