



## SHIREJAM – ROLE DESCRIPTORS

### Programme Chief

#### Role:

To lead and inspire on activities and events relating to ShireJam 2019.

As Programme Chief, you will be a member of the Senior Management Team (SMT). You will report directly to the Camp Chief and will be required to provide regular updates at the SMT meetings, ensuring consultation carried out, and ratification obtained, on all fundamental decisions associated with the main camp.

The areas that will be covered by the role will be:

- Daytime activities (onsite)
- Daytime activities (offsite)
- Competitions and Evening Events (around site)
- Evening Entertainment (stage and arena)
- Activity Booking

As a minimum (but not limited to) the Programme Chief should appoint the following Leads:

- Onsite Activity Lead
- Offsite Activity Lead
- Competition and Evening Activities Lead
- Stage Events and Entertainment Lead
- Day Visitor Lead

These positions should be advertised, interviewed for and appointed.

#### Responsibilities:

Ensure integration of all activities and events into a single ShireJam programme. Ensure that “overloading” of the participants does not occur caused through crossovers in the timetable or insufficient time to eat and sleep correctly. Consideration should also apply to transition between activities



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### Daytime Activities

- Provide a comprehensive range of interesting, worthwhile and challenging activities that will bring about a sense of achievement to the participants.
- Activities should range from individual participation to pair, group and team based activities.
- Consider ticketed and non-ticketed activities and discuss options with the SMT
- Consider both on and off site activities with adventurous and non adventurous activities in both categories.
- Consider the provision of activities aimed at the 14-17 age range.
- Consider the provision of activities aimed at the 18-24 age range.
- Consider the “zoning” of activities and the possibility of whole sub camps attending a zone.
- Consider the Scout associations’ policies when constructing the activity programme and also additional needs, badge work, community, craft, adventure, back to basics, sport and camp theme when planning.

### Evening Entertainments and Events

- Liaise with the Site Services Chief to provide a stage(s) and full PA / Lighting systems. Ensure these facilities fully utilised during the camp.
- Consider using the stage area(s) during the day for performance type activities.
- Provide a variety of interesting, age appropriate, cultural and worthwhile entertainment / events and special evening projects.
- Priority attention should go to the opening and closing events and any flag ceremonies.
- Evening entertainment should be sufficiently varied - from calm and relaxing to more enthusiastic to cover a wide range of tastes.
- Provide a Campfire.

### Safety

- Ensure that a full risk assessment takes place within all sub teams / activities and ensure that all safety and security requirements implemented in line with the Scout Association guidelines.
- Liaise with the Site Services Chief regarding first aid provision and safety personnel around the arena in the evenings.
- Provide advice and support for each team to ensure that all the risks are assessed.