



Role: Administration Manager

Responsible to: Jamboree Manager

Responsible for: Leading and managing the planning and delivery of the 2013 KIJ administrative requirements.

Main Activities:

To act as the Administration Manager on the Jamboree Management Team, to attend management meetings and manage delivery agents in the following areas.

- ✓ Deputy Administration Manager - will assist in all aspects of the Administration Manager role
- ✓ Registration - responsible for all registrations and cross reference with finance.
- ✓ Arrival & Departure - responsible for the smooth arrival and departure of participants.
- ✓ Foreign visitors - responsible for those travelling from abroad and their stay during the Jamboree
- ✓ Ho Ho - arrange any Ho Ho requests or requirements
- ✓ Tendering - responsible for the tendering process
- ✓ Legal - responsible for all Jamboree legal requirements
- ✓ Cross Team Support - provide resources for all Jamboree teams as appropriate
- ✓ Sponsors Day - deliver a promotional event during the Jamboree for Sponsors
- ✓ Open Day - deliver a promotional open day for business and community partners
- ✓ Meet & Greet - responsible for an official reception during the Jamboree period

- ✓ Further you will be expected to attend internal and external promotional events where appropriate, attend other departmental team meetings as appropriate, have a broad understanding of other departmental needs and requirements, attend sub team meetings, attend meetings in the evening and at weekends, ensure that any critical issues are indicated early and dealt with diligently, create and deliver against a timeline with critical milestones, meet objectives and to deliver within budget.

- ✓ You will be able to communicate electronically

Other attributes that may help:

- ✓ Willing to consider on line communication methods such as skype
- ✓ Able to create a delivery strategy working with a broad outlook, whilst delivering against detail.
- ✓ Good interpersonal skills
- ✓ Able to provide good references
- ✓ Enthusiasm for a job well done

Notes:

Whilst we are not specifically looking for anyone who has undertaken the role before any experience will be taken into consideration. We are looking for people who can deliver, if you think this role is for you and it excites you then we want to hear from you.

Contact : Andy Trill

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Leave your contact details and don't forget to mention the role that is of interest.