



**Role: Program Manager**

**Responsible to: Jamboree Manager**

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

**Main Activities:**

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

- ✓ Deputy Program Manager - will assist in all aspects of the Program Manager role
- ✓ Activities on site - responsible for all 'on site' activities and related contracts.
- ✓ Activities off site - responsible for all 'off site' activities and related contracts.
- ✓ Plaza - deliver and manage an entertainment village.
- ✓ Days out - responsible for designing and delivering day out experiences.
- ✓ Staged entertainment - manage a rolling program of entertainment from a main stage.
- ✓ Sub Camps - support sub camps as required for activities and entertainment.
- ✓ Opening and closing ceremonies - responsible for managing these two prestigious events
- ✓ Cub Festival - design, deliver and manage Cub days.
- ✓ 10-14 zone - working in Partnership with Guides and Scouts deliver an appropriate zone
- ✓ 14-18 zone - working in Partnership with Rangers and Explorers deliver an appropriate zone
  
- ✓ 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.