



Management Team Administration Lead Blair Atholl Jamborette

Vacancy Information Pack

Jamborette.org.uk @BAJamborette



About us

Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 4 to 25 year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Our members and volunteers gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award winning learning opportunities for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

[Vacancy – Blair Atholl Jamborette, Administration Lead](#)
[#SkillsForLife](#)

Where do I fit in?

We're looking for a person to plan and coordinate the administration for the UK's premier International Scouting event, the Blair Atholl International Patrol Jamborette. As a member of the camp management team, you'll be responsible for the planning, management and delivery of the camp's administration, helping to create a memorable experience at the historic setting of Blair Castle in Highland Perthshire. You'll bring together a team to coordinate the admin for young people and adults, the travel arrangements before and after camp, and have oversight of the Media, Reception, and Merchandise teams.



Up For The Challenge?

Contained in this pack is a role description and person specification for the role above. If you think you are the right person for this role, or if you know someone who might be, please complete the online nomination / application form which can be found at <https://forms.office.com/e/FpQmyLUC4V>

If you would like more information or if you'd simply like to discuss the role, please get in touch with:

Name: Colin Peters, Blair Atholl Camp Chief

Email: colin.peters@scouts.scot

Scottish Headquarters

Email: hello@scout.scot

Web: www.scouts.scot

Facebook: www.facebook.com/scouts.scotland

Blair Atholl Jamborette

Email: blairatholl2026@jamborette.org.uk

Web: www.jamborette.org.uk

Facebook: www.facebook.com/bajamborette

Purpose of the role

The Administration Lead Volunteer role has responsibility for many of the key functions before, during and after the camp. The successful applicant will develop a strong team with oversight of the administration functions that are necessary for the smooth running of the camp. They will be supported by senior volunteers leading sub teams that are closely linked to the central admin purpose.

Responsible to

The Camp Chief.

Responsible For

The leadership and coordination of the Jamborette administrative and comms functions
Ensuring all administrative functions are carried out in line with the rules of the Scout Association, including GDPR

Main Contacts

Camp Chief, Camp Management Team, Regional Coordinators, Adult Volunteers, Contingent Leadership Teams, Scouts attending the Jamborette, other members of the Jamborette staff, Scouts Scotland staff, Suppliers, Accommodation and travel providers.

Role Summary

- Support the Camp Chief in the development and delivery of the Blair Atholl International Patrol Jamborette.
- Taking the lead in the delivery of the administrative functions of the camp
- Be a member of the Jamborette Management Team and support the strategic management and development of the Jamborette.
- Participate in Jamborette Management Team on-call rota for incident management purposes.

Main Responsibilities

- Help contribute to the leadership and development of the Jamborette as a key programme event in Scottish Scouting
- Plan, organise and oversee delivery of the main administrative and communication functions for the Jamborette. This including
 - Adult Volunteer Administration
 - Young Person Administration
 - Overseas Liaison including travel and accommodation pre and post camp
 - Camp Reception
 - Media and Comms Team
 - Internal Jamborette Comms
 - Volunteer and Adult Merchandise
 - Satellite Camp Administration
- To establish and manage an effective administration team infrastructure
- Appoint team leaders and associated staff & positively manage and support the team to deliver the key functions
- Establish and coordinate necessary training for the team

- To support the wider staff team in delivering the Blair Atholl experience for the young people
- To ensure the administration and comms functions are aligned to POR
- To contribute to and implement the policies, aims and objectives, and guidelines of the event
- Ensure suitable risk assessments and method statements are completed by your team
- Be responsible for the budget allocated to your team
- To liaise with the Site Logistics Team with regards to Health & Safety arrangements

Person Specification

Skills

- Ability to communicate (verbal and non-verbal) and relate to a wide range of people
- Ability to deliver as promised and to deadlines
- High level of interpersonal skills
- High level of IT skills
- Initiative and confidence to make decisions which may affect the larger camp
- Able to develop effective relationships
- Able to work well as a member of a team
- Ability to motivate and enthuse others
- Able to negotiate and represent the views of The Scout Association to others

Knowledge and experience

- An appreciation of The Scout Association's aim, method and youth programme
- A working knowledge of International Scouting
- An understanding of the principles of planning and delivering a large scale event
- Experience of attending one or more large International Scout events

Qualities

- A commitment to the philosophy of providing International experiences for young people
- Approachability at all times
- Sufficient time for the role including weekend and commitment before, during and after Jamborette
- Ability to meet deadlines

Appointment Requirements

- Active member of Scouting in Scotland with an adult appointment and aged 18 or over by 11th July 2026
- Appropriate training for current role completed by the time of the Jamborette
- Understand and accept The Scout Association's policies
- Understand the ethos of the camp and its relationship to the wider programme aims of Scouts Scotland
- Satisfactory PVG clearance
- Show personal commitment to The Scout Association's purpose, values and method
- Undertake appropriate training obligations for this role