



## International Manager (Guides)

<b>Role Description:</b>	International Manager (Guides)
<b>Reports to:</b>	Caroline Norden (Head of Participation)
<b>Responsible for:</b>	Facilitating international groups and participants from around the world to access Poacher 2021.

### Outline of the role:

To ensure that Poacher 2021 is advertised widely and that all International participants are supported before, during and after their Jamboree experience.

### Requirements:

- Ensuring that Poacher 2021 is publicised throughout the world in as many ways as possible.
- Liaising with Girl Guiding Headquarters to ensure that all documentation and procedures are accurate and appropriate.
- Liaising with International groups interested in attending Poacher 2021 and supporting them in their initial registration and with any subsequent questions/needs they may have.
- Supporting Admin in the booking in process for all International groups and ensuring that all information is passed on to them directly.
- Ensuring that all International visitors arrive and leave Poacher 2021.
- Attending meetings before the Jamboree in order to meet other team leaders and keep up-to-date with the planning and organisation of Poacher 2021.
- Ensuring the International team budget is set and adhered to.
- Recruiting and leading a team to support International groups throughout their Poacher 2021 adventure and provide a range of activities and events in the International marquee during the Jamboree.

**Other information:**

To work in conjunction with the International Manager (Scouts)

**Person Specification:**

E = Essential D= Desirable

- Experience of the Guide Association – E
- Knowledge of POR/Guiding Manual – D
- Excellent communication skills with a wide variety of people – E
- Ability to work as a part of a team – E
- Proven track record of strong leadership skills – E
- Able to volunteer in the evenings and at weekends – E
- Able to liaise with outside agencies – E

**Application by email to:**

Caroline Norden  
Head of Participation

caroline.norden@poacher.org.uk

**Deadline for applications:** Monday 10<sup>th</sup> December 2018