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# Join the Team!

European Jamboree Planning Team Open Call  
October 2018

# Join the Team!



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**The European Jamboree 2020 Executive Team is delighted to begin the journey of recruiting a core team of volunteers to the EJ2020 Planning Team!**

In Summer 2020 the European Jamboree will gather young people from all over Europe in Gdańsk (Poland) to celebrate Scout and Guide values, strengthen our international community and provide youngsters in Europe an opportunity to get together and learn from each other.

We welcome highly motivated members of Scouting & Guiding to take a look at the voluntary role specifications described in this package and if you think you might be up to the task, drop us your CV (résumé) outlining your experience & what you think you can bring to the role and a cover letter telling us why you think you are the right person for the role and what is inspiring you to apply!

Don't forget – one of the biggest parts of the Scout Method is learning by doing so please keep that in mind, as we certainly have. We aren't looking for the perfect person with years of experience, we are looking for someone who can take everything they have learned in life so far and apply it to a new challenge!

# Key Facts

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- The European Jamboree 2020 is a joint event co-organised by WOSM & WAGGGS and hosted by the Polish Scouting and Guiding Association (ZHP).
- Currently more than 35 NSOs/MOs from European regions of WOSM and WAGGGS have registered their contingents.
- EJ2020 will take place in Gdańsk, Poland from 27<sup>th</sup> July to 7<sup>th</sup> August 2020.
- Theme for the European Jamboree 2020 is ACT. It corresponds with the Jamboree's Educational Goals and creates foundation for an exciting programme for participants.
- The European Jamboree Planning Team (EJPT) is an operational body of the Host Organisation in terms of planning, organising, financing and delivering of the Jamboree. The Jamboree Executive Team (JET) is an executive board of the EJPT. Members of the EJPT are appointed by the JET.
- More information about the European Jamboree preparation you can easy find at [www.ej2020.org](http://www.ej2020.org).

# How to apply?

- Take a look at the role descriptions below
- Decide which one is most appealing to you
- Send us your CV & cover letter at [info@ej2020.org](mailto:info@ej2020.org)

We recommend you sending the CV in Europass format:

<https://europass.cedefop.europa.eu/editors/en/cv/compose>

- Applications must be received by midnight (CET) **on Sunday 25<sup>th</sup> November 2018**



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# Open Call Summary

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- 25 Heads of Departments in all 9 Operational Areas – Component One
- 5 specialised team members in Communications Department
- 4 specialised team members in Site Design Department

# Organisational Structure

European Jamboree Planning Team Structure and  
Operational Areas Breakdown

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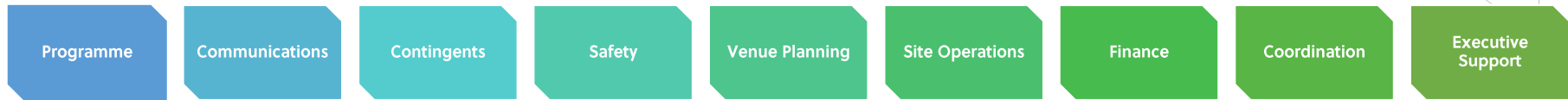
# EJPT Organisational Structure

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## *Operational Areas:*



- EJPT is divided into **9 Operational Areas (OAs)**, each one overseen by a specific Jamboree Executive Team Member.
- Depending of OA complexity, various number of departments perform their duties in planning and delivering of the Jamboree.
- Each department is led by its Head.
- Some departments are additionally divided into units.



## Operational Areas Breakdown

# Programme

- Department of Programme Coordination
- Department of Modular Programme
- Department of Evening Programme
- Department of Ceremonies
- Department of Programme Logistics

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Programme

Communications

Contingents

Safety

Venue Planning

Site Operations

Finance

Coordination

Executive Support

## Operational Areas Breakdown

# Communications

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- Department of Communications
- Department of Press & Media Operations
- Department of City Activities & Jamboree Celebration
- Department of Day Visitors
- Department of Marketing Partners Services

Programme

Communications

Contingents

Safety

Venue Planning

Site Operations

Finance

Coordination

Executive Support

## Operational Areas Breakdown

# Contingents

- Department of Contingent Support
- Department of Subcamps Management
- Department of IST Experience
- Department of IST Adventure
- Department of Special Guests Service

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Programme

Communications

Contingents

Safety

Venue Planning

Site Operations

Finance

Coordination

Executive  
Support

## Operational Areas Breakdown

# Safety

- Department of Transport Operations
- Department of Safety & Security
- Department of Medical Service

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## Operational Areas Breakdown

# Venue Planning

- Department of Site Design
- Department of Signage

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Programme

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Site Operations

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Coordination

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## Operational Areas Breakdown

# Site Operations

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- Department of Build, Take Down & Site Operations
- Department of Food Distribution
- Department of Non-Food Logistics and Warehouse

Programme

Communications

Contingents

Safety

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Site Operations

Finance

Coordination

Executive Support

## Operational Areas Breakdown

# Finance

- Department of Finance
- Department of Procurement
- Department of Trading & Licensing

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## Operational Areas Breakdown

# Coordination

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- Department of Staff Management & Volunteers Support
- Department of ICT & Knowledge Management
- Jamboree Office

Programme

Communications

Contingents

Safety

Venue Planning

Site Operations

Finance

Coordination

Executive Support

## Operational Areas Breakdown

# Executive Support

- Department of Sustainability & Legacy
- Jamboree Director Office
- Operations Centre

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# Role Descriptions

Open Call – October 2018

*Submission Deadline: Sunday 25<sup>th</sup> November 2018*

# *Component One: Heads of Departments*

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# Head of Department, Modular Programme

Based on the Educational Goals, carry the powerful message of the European Jamboree 2020 to all participants through Educational Programme and its activities, thereby sharing the Scouting & Guiding spirit and values and creating a diverse and inclusive society to be inherited by future generations.

## This role will involve:

- Building and developing a team to create and carry out Modular Programme Experience of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
- Physical appearance and service during the European Jamboree in Gdańsk

## Service Duration:

Q4 2018 – Q3 2020

## EJPT will provide a Volunteer with:

- Service Agreement complying with Polish Law on Public Benefit and Volunteer Work
- Access to Office365 Platform and EJ2020 Intranet
- Induction training for the role
- Reimbursement of travel expenses

## Application Deadline:

Midnight (CET), 25th November 2018

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# Head of Department, Evening Programme

Provide the best atmosphere and programmes so scouts and guides coming from all over the Europe can interact with each other and deepen social exchanges during the evenings at the Jamboree.

## This role will involve:

- Building and developing a team to create and carry out Evening Programme Experience of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Ceremonies

Embody the European Jamboree Vision through the Opening and Closing Ceremony, generating a storm of enthusiasm to various audiences all over the Europe and to all participants of these ceremonies. In creative way highlight heritage of Scouting & Guiding, Europe and Poland. Inspire young people to act for change in their communities.

## This role will involve:

- Building and developing a team to produce official ceremonies and Arena events of the EJ2020.
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Programme Logistics

Support the Programme Operational Area by managing and supervising logistics for Modular and Evening Programme in terms of collection and delivery, trace, disposal and reuse of materials and goods required to successful delivery of the Jamboree Educational Programme.

## This role will involve:

- Building and developing a team to support Programme OA in all terms related with logistics
- Midweek and weekend engagements including virtual meetings and report writing
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# Head of Department, Marketing Partners Services

Create and provide places and opportunities for Marketing Partners to demonstrate to Europe their roles of contributors to the Scouting & Guiding Movements, as well as places and opportunities for Marketing Partners to promote a variety of on-site/off-site activation (e.g. advertising, promotion), and provide support for these actions.

## This role will involve:

- Building and developing a team to manage relations with Marketing Partners of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, City Activities & Celebration

Create opportunities for all citizens of Gdańsk and for the whole community to enjoy the atmosphere of the European Jamboree and promote values of Scouting and Guiding by delivering diverse city activities through various events prior & during the Jamboree.

## This role will involve:

- Building and developing a team to create and carry out the City Activities & Jamboree Celebration Programme
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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# Deputy Head of Department, Communications

Establish communications activities aimed at creating a festive atmosphere and building momentum for the European Jamboree; promote a diverse range of programmes to encourage widespread participation in the delivery of the Jamboree both in Poland and internationally; maximise the Jamboree legacy by leveraging the power of Scouting and Guiding Movements and contribute to passing this legacy on to future generations. Through the implementation of series of well-planned communications activities towards the success of the Jamboree, strive to further promote the Scouting and Guiding Movements and communicate their respective values.

## This role will involve:

- Supporting HoD in creating and executing Communications Plan of the EJ2020 and managing the Communications Department
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Subcamps Management

Create a team of highly-skilled volunteers to manage fully functional subcamps at the European Jamboree 2020, warmly welcoming scouts and guides. Support communication flow between EJPT and patrol leaders in day-to-day operations during the Jamboree.

## This role will involve:

- Building and developing a team to manage subcamps during the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, IST Experience

Support members of the International Service Team in performing their duties during the European Jamboree. Control recruitment process, job allocation and trainings, including Safe from Harm and Safety Training. Provide members of IST with educational opportunities and entertainment during the Jamboree.

## This role will involve:

- Building and developing a team to manage International Service Team at the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, IST Adventure

Provide members of the International Service Team with travel, adventure and sightseeing opportunities covered by the "IST Adventure" add-on programme prior to or after the Jamboree.

## This role will involve:

- Building and developing a team to manage IST Adventure Programme
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Special Guest Service

Provide appropriate levels of service to the Scouting & Guiding Family prior to and during the Jamboree. Ensure that the management of the Jamboree is aligned with WOSM and WAGGGS protocols. Create and provide to the stakeholders the services that could be a good model for future Jamborees, understanding the diversity of the Jamboree stakeholders.

## This role will involve:

- Building and developing a team to manage interactions with Special Guests of the Jamboree
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Transport Operations

Ensure swift, safe and accessible transport services by an efficient Jamboree Transport Network and public transport. Provide smooth and comfortable services of arrivals and departures to the Jamboree Participants and other stakeholders from around the world.

## This role will involve:

- Building and developing a team to manage Jamboree Transport Plan
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Safety & Security

Ensure the safety and the security of the Jamboree through the cooperative structure that will showcase good practices for the future. Ensure that all Jamboree Participants and other Jamboree stakeholders have no need for concern about their personal safety and security.

## This role will involve:

- Building and developing a team to create and carry out Event Management Plan
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Medical Service

Provide appropriate medical services to all stakeholders of the Jamboree at all designated sites and venues during the Jamboree. Establish a framework for top-level medical services, including cooperation with Regional and National Agencies responsible for public health.

## This role will involve:

- Building and developing a team to provide medical services during the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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# Head of Department, Site Design

Design a participant-friendly site for the European Jamboree 2020. Interact with other Operational Areas and external stakeholders during the creative process to fulfill their requirements in spatial planning. Deliver sustainable solutions and preserve a unique environment of Sobieszewo Island.

## This role will involve:

- Building and developing a team to design Jamboree Site and remote (off-site) venues
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Signage

Provide the signage for the Jamboree which leads all participants to their destinations and helps contribute to the smooth delivery of the Jamboree and builds an exciting atmosphere of the Jamboree. Enhance the Jamboree Venue by creating design elements and temporary overlays. Adopt universal design standards in the signage, considering the principles of unity in diversity.

## This role will involve:

- Building and developing a team to design and construct Signage structures on the Jamboree Venues
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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# Head of Department, Build, Site Operations and Take Down

Build, operate and take down the Jamboree Site. Provide all necessary facilities for participants and other stakeholders. Cooperate with other Operational Areas and external stakeholders to define their needs. Prepare and supervise execution of the Construction Plan.

## This role will involve:

- Building and developing a team to manage and perform Build & Take Down of the Jamboree Site and day-to-day operations during the Jamboree
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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# Head of Department, Food Distribution

Develop and implement plans necessary to meet the needs of each stakeholder group for sustainable food services during the Jamboree and ensure its excellent quality. Showcase high quality of Polish food, whilst providing diversity and harmony of food and beverages with tastes from Europe in respect to dietary requirements of specific religions and cultural groups.

## This role will involve:

- Building and developing a team to manage all processes related with alimentation at the Jamboree
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Head of Department, Non-Food Logistics and Warehouse

Supervise logistics in terms of collection and delivery, trace, disposal and reuse of materials and goods required to successful delivery of the European Jamboree. Support National Contingents by providing and operating a warehouse for their equipment and goods shipped for the EJ2020.

## This role will involve:

- Building and developing a team to manage all logistic processes of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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- Reimbursement of travel expenses

## Application Deadline:

Midnight (CET), 25th November 2018

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# Head of Department, Finance

Contribute to high quality Jamboree operations reflecting the Jamboree vision with a limited budget but unlimited ideas, through maintaining sound finance by providing useful and transparent information on financial status and establishing a proper financial risk management system.

## This role will involve:

- Building and developing a team to maintain budget and cashflow of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
- Physical appearance and service during the European Jamboree in Gdańsk

## Service Duration:

Q4 2018 – Q3 2020

## EJPT will provide a Volunteer with:

- Service Agreement complying with Polish Law on Public Benefit and Volunteer Work
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# Head of Department, Procurement

Conduct procurements with careful consideration of impartiality, fairness, cost efficiency and sustainability. Contribute to achieving high-quality Jamboree operations, based on the Jamboree vision, including achieving appropriate procurement and contract management.

## This role will involve:

- Building and developing a team to perform procurements for the EJ202
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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# Head of Department, Trading & Licensing

Provide a licensing and retail programme that contributes to a positive image and identity of the European Jamboree. Develop marketing programmes that make the best use of Polish market features, securing funds and know-how of the private sector to support the preparation and operations of the European Jamboree in cooperation with Marketing Partners.

## This role will involve:

- Building and developing a team to plan and manage trading & licensing programmes for Marketing Partners of the European Jamboree
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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# Head of Department, Staff Management & Volunteers Support

Engage, secure, induct, train and develop, manage and retain effectively and efficiently the people who will play a key role in planning and delivering successful Jamboree and ensure the best possible Jamboree Workforce client experience.

## This role will involve:

- Building and developing an HR team to maintain all processes related to the EJ2020 Staff and Volunteers
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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## Service Duration:

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# Head of Department, ICT & Knowledge Management

Provide various stakeholders with technology systems which are secure, convenient and reliable, whilst operating and managing these systems appropriately throughout the Jamboree. Establish and implement a strategy for obtaining, capturing and managing information and knowledge essential to delivering the Jamboree.

## This role will involve:

- Building and developing a team to prepare and maintain ICT services and operate KM platform for the EJPT
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possibly other travel commitments outside Poland)
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Executive  
Support

# Head of Department, Sustainability & Legacy

Support Jamboree Planning Team in developing and operating a sustainable European Jamboree 2020. Support EJPT in facilitating the achievement of legacy objectives which will pass the positive effects of hosting the European Jamboree on to the future, both inside and outside Poland.

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## This role will involve:

- Building and developing a team to work on the sustainability and legacy issues of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# *Component Two: Members of Departments/Specialists*

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# Team Member, Communications Department

## Graphic Designer

Create and use a consistent Brand, Identity and Look that represents the European Jamboree 2020 vision, showcases the values of the Jamboree to the world, while respecting and enhancing the World Scout Brand and WAGGGS Brand.

### This role will involve:

- Using your creative skills to create Brand, Identity and Look of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Team Member, Communications Department

## Content Editor

Through the implementation of a series of well-planned communications activities towards the success of the Jamboree, strive to further promote the Scouting and Guiding Movements and communicate their respective values. Maximise the Jamboree legacy by leveraging the power of Scouting and Guiding Movements and contribute to passing this legacy on to future generations.

### This role will involve:

- Using your creative skills to create stories and social-media appearances of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Unit Lead, Communications Department Video

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## This role will involve:

- Using your creative skills to create footage and visual stories for PR activities of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Unit Lead, Communications Department Photo

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# Team Member, Communications Department

## Website Editor-in-Chief

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### This role will involve:

- Using your creative skills to manage official website of the EJ2020
- Midweek and weekend engagements including virtual meetings and report writing
- At least one per quarter physical appearance during the EJPT or OA Meeting
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# Team Member, Site Design Department

## Site Designer

Design a participant-friendly site for the European Jamboree 2020. Interact with other Operational Areas and external stakeholders during the creative process to fulfil their requirements in spatial planning. Deliver sustainable solutions and preserve an unique environment of Sobieszewo Island.

### This role will involve:

- Using your creative skills to design site plan for EJ2020
- Work with other OAs to fulfil their requirements
- Report your work to Head of Department
- At least one per quarter physical appearance during the team meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possible other travel commitments outside Poland)
- Physical appearance and service during the European Jamboree in Gdańsk

**Service Duration:** Q4 2018 – Q3 2020

### EJPT will provide a Volunteer with:

- Service Agreement complying with Polish Law on Public Benefit and Volunteer Work, reimbursement of travel expenses
- Access to Office365 Platform, EJ2020 Intranet and design software
- Introduction training for the role, support of Head of Department

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EUROPEAN  
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# Team Member, Site Design Department

## Off-Site Spots Designer

Design a participant-friendly site for the European Jamboree 2020. Interact with other Operational Areas and external stakeholders during the creative process to fulfil their requirements in spatial planning. Deliver sustainable solutions and preserve the unique environment of Sobieszewo Island.

### This role will involve:

- Using your creative skills to design general look and appearance for off-site spots used during EJ2020
- Work with other OAs to fulfil their requirements
- Report your work to Head of Department
- At least one per quarter physical appearance during the team meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possible other travel commitments outside Poland)
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# Team Member, Site Design Department

## Interior Designer

Design a participant-friendly site for the European Jamboree 2020. Interact with other Operational Areas and external stakeholders during the creative process to fulfil their requirements in spatial planning. Deliver sustainable solutions and preserve the unique environment of Sobieszewo Island.

### This role will involve:

- Using your creative skills to design interiors for variety of purposes during EJ2020
- Work with other OAs to fulfil their requirements
- Report your work to Head of Department
- At least one per quarter physical appearance during the team meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possible other travel commitments outside Poland)
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# Team Member, Site Design Department

## Street Furniture Designer

Design a participant-friendly site for the European Jamboree 2020. Interact with other Operational Areas and external stakeholders during the creative process to fulfil their requirements in spatial planning. Deliver sustainable solutions and preserve the unique environment of Sobieszewo Island.

### This role will involve:

- Using your creative skills to design street furniture that will be used on EJ2020
- Work with other OAs to fulfil their requirements
- Report your work to Head of Department
- At least one per quarter physical appearance during the team meeting
- Occasional travel to and within Pomorskie Region and Warsaw (and possible other travel commitments outside Poland)
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BY KAMIL SOROCKI/ZHP