

# PROSPECTIVE VOLUNTEER STAFF INFORMATION

**39<sup>th</sup> Scottish International Patrol Jamboree  
Blair Atholl 2024**



[www.jamborette.org.uk](http://www.jamborette.org.uk)

**#SkillsForLife**



# 39<sup>th</sup> SCOTTISH INTERNATIONAL PATROL JAMBORETTE BLAIR ATHOLL

## Information for Prospective Volunteer Staff Members

Saturday 13<sup>th</sup> to Saturday 27<sup>th</sup> July 2024

The Jamborette offers a fantastic opportunity for Scottish Scouts to camp with Scouts from many different countries and to take part in a truly unique international event.

Taking part in the camp as a member of staff is equally rewarding. (Staff must be members of the Scout Association aged 18 or over by the 15<sup>th</sup> July 2024. Anyone turning 18 on 14<sup>th</sup> or 15<sup>th</sup> July can join the camp on their 18<sup>th</sup> birthday)

## Staff Duties

Serving on the staff at Blair Atholl is exciting, satisfying and much-sought-after. It also includes a lot of hard work, long hours and a commitment throughout the whole camp to helping Scouts from all over the world enjoy a memorable international Scouting experience.

The Camp Organisers are keen to ensure all staff participate fully and fairly in the work and activity of the camp and that no-one is unreasonably burdened; this may mean that staff are asked to help others at busy times.

Being a member of staff at Blair Atholl is an undertaking to do everything asked of you, and a little bit more. There is no doubt it's hard work, but great fun too.

Before the main camp programme begins, all staff are required to help in the major operation of transforming an empty field into a welcoming, well-equipped tented "village" ready for the arrival of the Scouts. After we are up and running staff generally operate in their allocated teams, but can be called on to assist in any aspect of the camp. Further details on each of the main areas of responsibility are given in appendix A.





# Staff Selection

Applications from anyone holding an adult appointment and currently active in Scouting, or from Explorers who will be 18 by 15<sup>th</sup> July 2024, are invited. There is always a very high demand to be part of the Blair Atholl staff team however volunteers who have completed their necessary training are almost universally approved to be on the team.



There are many roles to fill from activities to admin, site services to retail, catering to entertainment and all of these require Scouters just like you!

Usually around 20% of the staff are 'first timers' – you don't have to have been to the camp before to apply.

Applications will be acknowledged within ten days. After we have received approval from your Scouting line manager and confirmed you meet the basic requirements explained below you will receive an email letting you know if your application has been successful or not. Please regularly check both your Inbox and Spam mailbox for the email address on your form to ensure you don't miss out on any communications.

The selection procedure is designed to ensure that a staff group of the highest calibre is chosen to maintain the high standards everyone has come to expect from Blair Atholl. If you are approved as a member of staff you will be sent further details of the camp and your involvement in it prior to the Jamborette. Your team leader will also be in contact with you.

In the spring of 2024, the procedures for the appointment of and subsequent learning for new volunteers will change. Adults wishing to attend the camp must therefore fulfil one of these two sets of conditions, in full:

## **1) Current Adults**

To be eligible to attend the camp as a staff member you must be:

- An active member of the Scout Association with an adult appointment aged 18 or over by the 15<sup>th</sup> July 2024
- *If you are a member of the Scout Network who does not hold or has not applied for an adult appointment in Scouting you must take up an Adult Appointment and compete the necessary conditions associated with the role.*

**If you have applied for or hold an adult appointment in Scouting you must have:**

1. A valid PVG/Disclosure secured through Scouting
2. Safety and Safeguarding modules, completed & recorded on Compass

Both modules must be 'in date' at the start of the camp

In addition, prior to the camp, if you have **held an adult appointment for more than 5 months** you must have:

3. Completed & validated **Modules 1, 2, GDPR and either 3 or 4** of the current Scout Adult Training Scheme
4. A **FULL** role on Compass (including having attended an appointments' advisory committee and the receipt by Scouting in your District of two references)

**If you are currently a member of Scout Active Support who does not hold or has not applied for another adult appointment in Scouting you must have:**

- A valid PVG/Disclosure secured through Scouting

In addition, prior to the camp you must have:

5. Safety and Safeguarding modules, completed & recorded on Compass

Both modules must be 'in date' at the start of the camp

In addition, prior to the camp, if you have **held a Scout Active Support role for more than 5 months** you must have:

6. Completed & validated **Modules 1 and GDPR** of the current Scout Adult Training Scheme

**At the beginning of camp, you must meet any Scout Association First Aid requirements for your role**

## **2) Adults joining in 2024, following Transformation**

**You must have:**

1. Completed the Welcome Process (including welcome conversation, disclosure and references)
2. Completed the Safe Scouting module, and it be recorded on the membership system

Additionally, prior to the camp, if you have **held any adult appointment for more than 6 months** you must have:

3. Completed the remaining Growing Roots learning for your role and it be recorded on the membership system
4. Kept your disclosure (PVG), Safe Scouting and First Aid (if appropriate for your role) in date (covering at least the duration of the camp)

**If you are currently an Explorer Scout but will be 18 by the time of the Jamborette you must have completed the appropriate paperwork/training for the role you will hold (indicated above / previous page) prior to the camp.**

The earliest you should apply for your Protection of Vulnerable Groups Certificate is 6 months before your 18th birthday and the paperwork for the adult appointment you will undertake from the age of 18 must have been completed and passed onto Gilwell at that time. **More information on this process is available from your District Commissioner or District Appointments Secretary.**

**ANY APPLICATIONS THAT DO NOT MEET THE CRITERIA ABOVE PRIOR TO THE CAMP WILL NOT BE ACCEPTED.**

### **Senior Staff**

The Management Team work alongside the senior staff team such as Activities Coordinators & Subcamp Leaders. If you are interested to find out how you might become involved in these roles at future camps, please drop an email to [blairatholl2024@jamborette.org.uk](mailto:blairatholl2024@jamborette.org.uk) or speak to the team at the camp itself

# The Application Form

The application form is linked from the Jamborette website and is completed online.

**So that your application can be given full consideration please complete the application form as fully as possible.**

The following sections explain in a bit more detail what is required for each part. **Please note all Fields marked with an \* are mandatory and the form will not be accepted by the system if these are left blank.**

## SECTION 1 (Personal Information / Scouting Information & Experience / Photo)

### Personal Information

This is just the basic information we require about all applicants and should be completed as fully as possible.

### Scouting Information:

- Scout Appointment / Role should be given along with the Group / District / Region as appropriate. *If your role is at Scottish level note this under Scout Region. Accurate selection ensures the application is sent to the correct DC (if District selected) or RC (if region selected).*
- A **membership number must be supplied** unless your main role in Scouting is as an Explorer Scout currently but will be 18 and in a leadership role / Active Support Unit by time of camp.
- Scouting PVG / Disclosure number (under 18's can apply for this through Scouting prior to their 18<sup>th</sup> birthday). This field is not mandatory.

### Scouting Experience:

Please complete this section with as much detail as possible so we can get a complete picture of your previous Scouting Experience and Training.

### Additional Information for Families:

This section is to gather information from any staff members wishing to bring children aged 13 or under to the camp. The camp provides no formal facilities for the children of staff members but should you wish to attend the camp with your child/ children you should complete this section on your application form.

### Photo:

Please upload a passport shaped photo to allow us to complete your application and to produce your identification badge should you be successful in your application (Do not send a photo of your entire passport). Your face should fill most of the image. Please do not include any other people in your image. A resolution of 300x400 will be adequate. File sizes of >500KB are not required. Consider using an [online tool](#) to resize your image.

## SECTION 2 (Preferences / Skills / Permits/ Qualifications / Work Experience)

### Preference for Main Area of Responsibility:

Select three choices from the list of areas given in this section of the form. **Forms without three different choices specified will not be accepted by the system.** A maximum of 2 positions in any Department may be selected and the system will not allow you to choose more than this or the same position twice. Additional information about all the areas is given in the appendix to this booklet.

### Skills / Permits / Activity Qualifications / Work Experience:

This is to give us a fuller picture of what you can contribute to the camp and to help identify people with specific skills and attributes that may be required to fill the various roles. Details of any relevant Scout Qualifications / Permits should be given here.

## SECTION 3 (Health / Home Contact Information)

### Emergency Contact Details During the Event:

This information will be held on record and used during the event only in the event of emergency.

### Medical / Allergy Details:

This is to help our medical to be fully prepared to meet the needs of all the staff team. Please do not provide specific confidential medical information including diagnoses on this form but instead use it to indicate if you have anything that we need to know. The camp Medical Team will then directly contact any staff who have indicated health issues nearer to the camp with a form to gather additional information. **These medical details will be sent directly to the Camp Doctor and will not be shared with anyone beyond the Camp Medical team**

## SECTION 4 (Food / Allergies Information)

### Food and Allergies Information:

This is to help our catering teams to be fully prepared to meet the needs of all the staff team. Please answer all of the questions so that we can prepare a diet that meets the needs of all our staff members in terms of allergies, intolerances, etc. *Any information given in this section will be treated in confidence and only viewed by the Catering Management and Medical Teams)*

During the camp our volunteers provide a varied menu for over 450 staff. We can cater for the 14 recognised food allergens but given the scale, we cannot provide the degree of personalised menu to suit individual preferences that might be found at a group camp.

## SECTION 5 (Tent Hospitality Information)

### Tent Hospitality:

An essential aspect of the camp is International Friendship. In the past we have encouraged all leaders, where possible, to invite an Overseas Leader to stay with them after the Jamborette. We are



unable to offer Home Hospitality this year. With the hope that we will be able to offer this in 2026 we haven't altered our application form, so please choose either option safe in the knowledge that you are not committing to offering HoHo this year.

Similar to the previous section, as part of the International Friendship elements of the camp it is hoped that most staff will provide sleeping accommodation for our Overseas Guests. Please indicate whether you will be able to provide this in this section of the form. This will then be followed up nearer to the camp.

## SECTION 6 (Other Information / Garment / Approval)

### Other Information:

This section allows prospective staff members to share any further information or any ideas for new activities, etc.

### Garment:

Please select a size for the camp garment that will be issued to you at the Jamborette if you are successful in your application.

### Approval:

This explains what you agree to by submitting the form.

All prospective staff members must confirm that they are and will be at the time of the camp, a member of the Scout Association.

They must also agree to abide by the camp Code of Conduct and comply with the decisions of the Camp Chief and the Jamborette Core Team. The full Code of Conduct is linked to from the form and is also reproduced as Appendix B on page 13.

If, for any reason you have concerns with any of the information there please contact the Admin team via email at [blairatholl2024@jamborette.org.uk](mailto:blairatholl2024@jamborette.org.uk)

## Return of Application Form

Please complete and submit your form as soon as possible and at the very latest by the closing date of **17<sup>th</sup> December 2023**.

## Staff Fee

The inclusive fee for Scottish Staff will be £320 per person which includes all food, camp services, staff club, camp booklet, staff garment, staff neckerchief, badge etc. **This fee must be paid prior to the camp** and information about when and how this should be done will be circulated to staff members nearer the Jamborette.

## Children of Staff Members

The camp is happy to have children of staff members (13 years or younger) attend the camp but provides no formal facilities for the children of staff members. If you wish to attend the camp with your child / children, you should complete their details on your application form in the 'Additional Information for Families' section.

## Further Information

For more information about the camp, check out the camp website at [www.jamborette.org.uk](http://www.jamborette.org.uk) or email [blairatholl2024@jamborette.org.uk](mailto:blairatholl2024@jamborette.org.uk)



# Appendix A: Main Areas of Responsibility

## Activities:

This is the biggest team at the Jamborette. Activities staff are divided into groups that specialise in particular areas and also help to run bigger events. Certain activities require **formal qualifications or Scout Permits**, but most of all activities staff need to have a thorough knowledge of their activity so they can explain it enthusiastically and in a way that the Scouts will find both fun and challenging.

The Activities Team is divided into 6 groups. These are Administration, Adventure, Basic, Creative, Sports and Treks & Tours. Details of the likely activities and the groups they are part of are available at <http://www.jamborette.org.uk/>

We're always looking for ideas for new activities, so please feel free to give us any suggestions. Also, please list all skills / hobbies / interests on the form to aid selection and note that a degree of physical fitness is required for most activities.

## Administration:

The camp administration team are at the centre of the camp. They coordinate all the paperwork and ensure that all the 'back office' tasks are carried out effectively to support the camp. Members of this team require ICT / typing skills, basic office experience (or a willingness to learn) as well as a flexible nature. Language skills are an advantage.

## Camp Village Facilities:

The Shop requires people with good communication skills, able to get on well with Scouts, work well as part of a group, and who are calm and organised.

## Events:

The events team is a small team that take responsibility for organising and running whole camp events, some activities during the day and evening entertainment in the 'Kastle' and Staff Club. The team is made up of a mix of adults with performing and technical skills.

## Hospital / Medic Team:

Staff with appropriate qualifications can serve in the Hospital / First Aid team. Members of this team need to, as a minimum, hold current adult first aid certificates and preferably be practising first-aiders. This small group will have members who can keep calm and have good inter personal skills. The First Aid team will also draw on staff who are working in other areas.

## Site Logistics:

The Site Logistics Team is made up of staff who support the day-to-day running of the camp. They are involved in the provision of equipment and the establishing and striking of camp. Within the team, site services are a small group of people with technical expertise in plumbing, joinery and electrics. This group works under pressure doing the essential tasks that need to be done around the camp; providing timber and water, servicing the toilets and clearing rubbish. Some degree of physical strength is required.

## Sub-Camps:

Small groups of 7 or 8 people are based in the sub-camps. Those selected need to be able to demonstrate a very high standard of camping and be able to communicate and get on well with Scouts and leaders. They need to be energetic and enthusiastic and able to motivate the young people in their camp. A sense of humour, solid Scouting skills, and good inter personal skills are essential. Staff are also required for the Satellite Camp that takes place for four days during the middle weekend of the Jamborette. Attendance at a pre-camp Subcamp training weekend is essential

## Transport:

The transport team provide all of the transport for the event, ranging from driving minibuses of Scouts to activities to transporting people using the other site vehicles. A full driving licence is essential and all applicants must be eligible to be insured for the range of vehicles used by the Jamborette. Minibus licenses are an advantage.

## HQ Services:

This team is made up of the specialist roles of Camp Chief, Child Protection Coordinator and the Kids Korner team. The Child Protection Coordinator is a role open to anyone with relevant appropriate experience in dealing with the management of Child Protection within the Scout Association. Kids Korner is a facility where children of staff, accompanied by their Parent/Carer, can play and socialise together.

## Quartermaster and Catering:

This team is broken down into three sub-teams Staff Catering, Staff Club and Quartermaster.

Knowledge of catering and organisational skills would be an advantage but not essential as we can teach you everything you need to know about the role you would be doing. A good standard of hygiene, flexibility and the ability to work as part of a team would be advantageous. Food hygiene refresher training will be provided for all members of this team at the beginning of the camp.

Each department has further information below. Please indicate any preference for a specific role on your application form along with any relevant experience.

The Quartermaster team provide all the food for all the camp at the right time on the right day. The Staff Catering Team provides the staff of 450 with three meals a day, and the "Staff Club" Team provide a never-ending supply of coffee, tea, juice, a listening ear and entertainment.

## Staff Catering

### Camp Cook/ Chef

An interest in cooking and a willingness to learn new ways of working. Experience of large scale catering is preferred but not essential as full coaching and instruction in use of our portable kitchen will be provided.

Food safety should be at the fore front of your daily routine and you should be able to encourage other kitchen staff to maintain similar high standards.

You should be able to work quickly and accurately during busy periods and occasionally take on extra duties during quieter periods.

You would be working in a 2-shift system which will allow you to experience other areas of camp life outside of the kitchen and staff mess.

### Catering Assistant

No previous experience of catering is necessary although it would be useful. We will provide all necessary training and equipment to enable you to fulfil the role.

An essential member of the staff catering team, you will be the magic that makes it possible to feed 450 people, 3 times a day from a temporary kitchen on a greenfield campsite.

Part of a lively team where duties will include food preparation, serving and general housekeeping and cleaning.

You would be working in a 2-shift system which will allow you to experience other areas of camp life outside of the kitchen and staff mess.

### Catering Supervisor

You will have overall responsibility for the staff mess, preparation and wash-up areas.

Working in conjunction with the chefs on your shift you will be responsible for managing the catering assistants. You will ensure that the self-serve areas of the mess are always topped up with food and drink.

You should have a reasonable understanding of food safety, be able to motivate and encourage others, with good people skills and experience in managing adult volunteers.

You would be working in a 2-shift system which will allow you to experience other areas of camp life outside of the kitchen and staff mess.

## Staff Club

The Staff Club is the social hub for the adults on camp; plain white plastic marquee from the outside, walk through the wood panelled doors to the soothing comfort of a fully lined, floored and carpeted café style oasis, where the aroma of freshly brewed coffee permeates the air, complementary hot drinks and juices are served to you by the welcoming Staff Club team and relaxing music competes with the chatter of friends, old and new, catching up with the events of the day.

At night, the Club turns to entertainment, with new and old favourites filling the bill; themed nights, quizzes and opportunities for Staff old and new to air their talents. Supper rounds off each evening, served within the Club, a much-welcomed energy boost for the day ahead.

Think you've got what it takes to be part of this essential team, no prior experience necessary, you only need to bring a smile. And like the wider QM and Catering team, shift patterns afford adequate opportunity to experience the others areas of life on camp.

## Quartermaster

The Quartermaster Store (QM) is essentially the warehousing and distribution centre for all foodstuffs (fresh, frozen and ambient) received on to the site to cater for the entire camp population for the duration of our stay at the Jamborette.

Daily duties range from; receipt and offloading of delivery vehicles, stock controlled warehousing of the receipted produce, timely appropriation and distribution accordingly with meal requirements and activities, interaction with both staff and young people on all matters food related and assistance wherever required with our colleagues in the Staff Mess and Staff Club.

No prior experience is necessary as you will learn as you go in this team, that said the duty days can be long and intense at times and some degree of flexibility and willingness to go that extra yard is a welcomed characteristic.

You should be able to work well as part of a lively team and be amenable to 'moments of madness'.

Good people skills and an ability to communicate equally well with adults and young people, both Scottish and overseas, are essentials.

There is a degree of manual work, you don't need to be super fit but you will need to be fairly willing and able.

Work pattern falls into a 2-shift system when the team are fully up and running, affording you plenty of opportunities to experience the many other areas of camp life outside of the QM when not on shift.

## Reception

Reception staff welcome Scouts and guests to the site so must be able to create a good first impression. They manage vital communication by radio and telephone. Good communication skills, a confident telephone manner and an ability to show initiative are essential. Staff here are always in the public eye, wear uniform for much of the camp and are required to be presentable. They will establish a welcoming area which highlights the history of the camp and the modern Scout movement. Language skills are an advantage.

## Appendix B: Code of Conduct

The Code of Conduct for the Jamborette is based on the standard Code of Conduct for International Events used by the World Bureau. It is a general code and additions can and will be made at the camp as required. As with all Scouting activities, the camp operates under the provisions of the UK Scout Association's Policy, Organisation and Rules (POR) and the Scottish Variations thereof.

### Code of Conduct:

All staff members (Scottish and Overseas) at the Blair Atholl Jamborette must agree to follow and adhere to the Code of Conduct below.

Please follow these guidelines to keep yourself and everyone else safe and help us all have a great Jamborette.

- Wear your Jamborette neckie and I.D. badge at all times unless asked to remove them for safety reasons.
- Follow the [Scout Promise, Law](#) and [Fundamental Values](#) at all times.
- Be familiar with any risk assessments in place for the camp or activity you are undertaking.
- Be tolerant, respectful and understanding of others.
- Turn up for your duties on time. If you are unable to work, you must make sure your team leader knows before you are due to start.
- Respect other people's property - if you didn't bring it or buy it, then leave it alone. 'Trophy hunting' is theft!
- Smoking is permitted only in marked areas.
- The possession, use or supply of illegal substances is expressly forbidden.
- As an adult you may not swap badges with Participants. You may not sell anything.
- Please respect the right of others to sleep and rest. Remember that people will be working shift patterns and may have to sleep during the day.
- Please use the bins provided and make a special effort to keep the Jamborette clean and tidy.
- Take care when using the services such as showers and toilets and think of others.
- Gambling is not allowed.
- Please respect and follow all signs and instructions - 'out of bounds' or restricted access areas have been designated for a reason.
- The Staff Lines, Staff Mess and Staff Club are for staff members only.
- Staff should wear full Scout Uniform or appropriate activity dress when off site unless otherwise directed by the Core Team / Senior Staff.

The UK Scout Association has a [Child Protection Policy](#), [Safety Policy](#) and guidelines on "[Scouting and Alcohol](#)" and the "[Scouting and Alcohol - Green Card](#)". All persons present at the Jamborette must familiarise themselves with the content and abide by these rules whilst on the site.

All Staff members must follow direction from the Camp Chief, as the Regional Commissioner for the event, and his Core Team.

