

Camp CEO 2024

Camp CEO is an opportunity for girls and young women aged between 14 and 18 years old to engage with successful leaders and CEOs from across a range of industries and sectors.



Taking place over a long weekend in rural Perthshire, Rangers and young leaders will have the opportunity to participate in a variety of activities with industry leaders, predominantly women, to explore their interests and support them to prepare as they are beginning to think about their own professional development and careers.

CEOs and industry leaders will share their experiences and will facilitate workshops that will provide participants with the opportunity to explore their interests and skills and consider what it might be like to work in their industry. Not everyone has followed the expected traditional path and leaders will demonstrate their career pathways giving real-life insight.

As well as spending time with leaders, participants will have the opportunity to work together in groups to design a project or business idea that will be pitched to a panel of CEOs, take part in outdoor activities, and relax.

To deliver Camp CEO, we need a team of volunteers to help us cover a range of roles. Volunteers will work alongside the lead volunteers before the event to help prepare and then carry out their role across the 4-day, 3-night event from **1 – 4 August 2024**.

The roles we are looking to fill are:

- 2 house and wellbeing leaders
- 6 group leaders
- 2 first aiders
- 1 communications and PR

Time commitment

This project will require a commitment of approximately 7 months. You will have regular meetings with the volunteer team, and it is likely the project will be busier in the build-up to the event. You will be expected to be at the event from **1 – 4 August 2024**.

Skills and experience

Some of the skills and experience we are looking for are listed below, but different roles will need different skills and you **do not** need to have all of these to apply:

- Organisation
- Adaptability
- Communication
- Collaboration
- Time management
- Teamwork
- Experience working with the Ranger age group (alternatively, Guides or young leaders)
- Relevant and valid first aid/first response qualification
- Knowledge and experience of residentials and the associated processes
- The Ranger module of the going away with licence

You will also need to be an active member of Girlguiding Scotland, with an active PVG, levels 1 and 2 of a safe space and have, or be willing to complete, level 3 prior to the event.

Tasks

The expected tasks will include, but are not limited to:

General tasks

- Contribute to the development of Camp CEO programme including preparation meetings and preparing agreed activities to be delivered at the event.
- Be present at and support the delivery of the event 1 – 4 August 2024 in Perthshire.
- Participate in the debrief and evaluation of the event.

House and wellbeing leader tasks

- Overall responsibility for the participants accommodation and free time in their house including maintaining administrative records for participants allocated to the house. The accommodation is split across 2 buildings (called houses) with a mix of single and dorm rooms plus communal areas.
- Coordinate the house activities and timekeeping of participants, especially around meal and activity times, and manage a group rota for housekeeping.
- Pastoral care of participants and liaison with the lead volunteers and first aiders as required.
- Attending coordination meetings throughout the event and managing communication between the event team and participants, including daily announcements.
- Support to adult volunteers within the house, including help with activities and checking on volunteer wellbeing.

Group leader tasks

- Participation in pre-event planning meetings to develop the programme and prepare for agreed activities.
- Full responsibility for design, planning, preparation and co-ordination of agreed activities including resourcing (full costs will be agreed and reimbursed).
- Ensure groups and participants know their schedule and are on time for activities throughout the event.
- Support approximately 10 group members (14-18 year old participants) to actively participate throughout the event, especially being aware of participants who are less engaged and offering encouragement and support to ensure they feel comfortable.
- On a rota basis, support event-wide activities, including taking a turn for evening activities throughout the event.
- Support groups to prepare for their 'Dragon's Den' pitch on the final day, as well as other group activities.
- Pastoral care of participants and liaison with house leaders and first aiders as required.
- Attending group leader meetings throughout the event, managing communication on activities with participants, and liaising with the house leads as needed.

First aider tasks

- Take responsibility for collating health forms and identifying any specific health needs of participants.
- Manage medication for participants as required.
- Contribute to the risk assessment for the event (health-specific risks).
- Manage first aid needs across the event, with support from other members of the team as required.
- A valid first aid qualification is required as well as experience providing first aid at residential events.

Communications and PR tasks

- Work with the communication and PR team at Girlguiding Scotland to develop a comms plan for before, during and after the event.
- Have responsibility for capturing relevant content throughout the event to be shared on Girlguiding Scotland's social media platforms, including live content as required.
- Contribute to pre- and post-event social media content and blogs.

Cost and what's included?

There is no cost to be part of this event. Reasonable travel costs to and from the event will be covered, and accommodation and meals for the duration of the event will be provided. Any other expenses should be agreed with the lead volunteers and staff team in advance.

Applications

If you have any questions about this role, please contact Rachel Thomas (girl experience project coordinator) on Rachel@girlguiding-scot.org.uk who will be able to put you in touch with the lead volunteers for an informal chat.

To apply for any of the roles listed above, please complete the application form linked below by **midnight** on **7 April 2024**.

<https://forms.office.com/e/i2FzsyhgZ6>

Applications will be reviewed in the week beginning 15 April 2024 and we will be in touch with any questions. We will look to hold informal chats in the week beginning 22 April 2024.