

Camp chief

Large-scale camp 2027

We're looking for a dedicated and enthusiastic camp chief for our proposed 2027 large-scale camp!



Purpose of the role

To lead the scoping, planning, coordination, and delivery of a large-scale camp in July 2027 for approximately 1,000 Girlguiding Scotland members, ensuring a safe, engaging, and memorable experience for all.

Working in partnership with Girlguiding Scotland staff at all stages of the project, the camp chief will oversee a team of volunteer leads responsible for all operational areas such as sub camps, girl voice, finance, health and safety, logistics, catering, and programme delivery. The camp chief will lead this team of volunteers and will be supported by SHQ staff to ensure the camp is delivered to meet the agreed objectives and is within the approved budget and timescale.

Key responsibilities

Initial, until the end of summer 2025

- Scope out the 2 preferred site options and provide a recommendation to the operational board, to allow the board to make a final decision on how to proceed.
- Complete the Girlguiding Scotland volunteer induction programme and become familiar with the governance and reporting requirements for the event.
- Assist with defining the evaluation framework for the event.

Volunteer management

- Lead on the recruitment, support, and line management of a core team of volunteer leads, following the existing principles and process for transparent recruitment of volunteers with relevant skills and experience.
- Ensure effective communication across all teams, chairing core team meetings and implementing an effective system for keeping all teams updated.

Designing and planning

- Provide overall leadership and strategic planning for the event.
- Ensure there are plans for effective co-production with young members to help shape the camp.
- Ensure a robust plan is in place for sub-teams to deliver a fun and engaging event.
- Design the camp with safety, accessibility and environmental impact as key priorities.
- Maintain good communication to promote the event, ensuring all the information needed by potential participants is available so they can make an informed decision.

Managing risk

- Oversee the creation and implementation of all risk assessments and safety plans.
- Ensure detailed emergency plans are defined and put in place.
- Ensure effective liaison with external stakeholders such as venue providers, and suppliers.
- Ensure all insurance requirements are defined and put in place.
- Monitor any risks with the core team and be the first point of escalation, reporting any risks to the timeline or delivery of the event to the project board.

Managing finance

- Ensure a detailed budget is drawn up for the event including income, expenditure and contingency.
- Ensure careful monitoring of the event budget and ensure financial accountability.
- Assist with sourcing additional external funding to enhance the experience at the event.

Event delivery – you will be

- The person in charge for the setup, duration and take down of the camp.
- The final decision maker on all operational matters connected with event delivery.

Event evaluation

- Lead on event evaluation and reporting.

Skills and experience

We are looking for a volunteer who has the passion, energy and time to commit to this exciting 2-year project and who has at least some of the following skills and experience:

- Proven experience in leading large-scale events or projects.
- Experience of attending large-scale camps or jamborees.
- Strong leadership and team management skills, to ensure everyone feels valued and supported.
- Ability to maintain independent and objective judgement.
- Good diplomacy and conflict resolution skills.
- Excellent organisational, time management and problem-solving abilities.
- Ability to communicate effectively with a wide range of stakeholders.
- Understanding of health and safety requirements for large events.
- Familiarity with safeguarding and inclusion best practices.
- Good knowledge of Girlguiding policies and procedures.
- Calm under pressure with the ability to think creatively, adapt, and reassess on the spot.
- Budget management experience.
- Good technical literacy and ability to work with Microsoft apps such as Excel, Outlook, Teams, SharePoint and Planner.
- The vision and dedication to deliver a memorable event.

Time commitment

This is a significant commitment and will require a dedicated individual to take on the role. It would be beneficial if you could be available on occasion during the working day due to the availability of suppliers and other supporters.

- Planning phase: Approximately 24 months prior to the event requiring regular meetings and project work, with increasing intensity closer to the date.
- Event delivery: Full-time presence during the camp as well as pre-event setting up and post-event teardown.
- Post-event: Involvement in debrief and reporting (approximately 2 months after).

Location

- Combination of remote planning and in-person meetings.
- A number of site visits will be required.
- On-site presence required for the duration of the event.

Support and supervision

This role will be line managed by the lead volunteer for girl experience, and together they will report to a project board established as part of the governance for the project.

The volunteer will be supported with set up of any equipment needed such as a laptop or phone contract. All reasonable travel and other project-related expenses will be paid.

Benefits to the volunteer

- Opportunity to lead a high-impact, large-scale event.
- Make a lasting impact on the lives of hundreds of young people.
- Further develop existing leadership, project management, and event planning skills.
- Chance to create a blueprint for the next camp.

Application process

If you are interested and would like to know more before applying or have any questions, please contact Lorraine Dickson, lead volunteer for girl experience, on Lorraine@girlguiding-scot.org.uk.

Lorraine would welcome the chance to have an informal chat about the role and is happy to discuss alternative delivery methods, such as role-sharing.

To apply, please contact Rachel@girlguiding-scot.org.uk by **midday** on **1 July 2025**, providing the following information:

- Name
- Membership number
- Contact details for 2 referees who have knowledge of your ability to lead a team, plan large-scale events, and experience of large-scale camps
- Your answers to the questions below

Recruitment questions:

- Why do you want to take on this role?
- What experience can you bring to the role?
- In a nutshell, what would be your vision for this event?