

Role Description/Specification: Registrations Team Member

Reports to: Head of Registrations

Job Role:

A key admin and customer service role responsible for gathering and processing participant and staff information required for the smooth running of the Jamboree.

The Registration Team is responsible for the information gathering, payment processing and DBS checks for the 10000 attendees we will welcome in 2020. Working as a team both prior to and at the event we will liaise with units, staff teams and Scout & Guiding HQs to ensure we provide seamless support to all. Once on site we be at the front line of the operations hub, working alongside the information team meeting a huge number of people from across the Jamboree.

Main Activities:

- Gathering and processing information with strict adherence to GDPR
- Preparing (and replacing) identification wristbands
- Liaison with subcamps and staff teams
- Working with the Information Team to provide advice and guidance to unit leaders and staff

Personal Specification:

- Be able to work a team member
- Be able to communicate clearly and concisely
- Be helpful, polite and understanding
- Good administration and I.T. skills (we have a brilliant system that is easy to use)
- Clear understanding of GDPR
- Clam under pressure
- A good sense of humour