

Charnwood: Leicestershire Scout and Guide International Camp

Role Description	Technical Officer (Team Lead)
Role Purpose:	To provide technical assistance and compliance to H&W team.
Appointed by:	Camp Directors
Responsible to:	Health & Welfare Managers
Responsible for:	pre-camp, camp and after camp technical systems and compliance
Main Contacts:	facilities, CMT
External Contacts:	emergency services, local council

Key Tasks:

Recruit, Train & Manage a team to provide;

Compliance:

- To obtain Food Hygiene certificate
- To ensure the camp and all teams comply with the conditions of the site contract
- Liaison with emergency services and share critical incident plan

Fire:

- Put together a fire management plan, Manage and maintain the fire equipment
- Training of fire equipment
- Develop a site fire evacuation plan.
- Identify the risks and minimise the dangers
- Coordinating with any emergency services and informing them of the event

Pre-camp:

- Liaison with Facilities
- Handover of buildings from facilities
- Install H&W infrastructure
- Set up radio systems and CCTV if required
- Secondary electrical fit out
- Install signage, fencing, barriers
- Take delivery of fire equipment and arrange on site as per fire plan
- IT and CCTV Systems hand over to H&W team
- To source vehicles suitable for the team to use during camp

Camp week:

- Technical maintenance of team systems
- Respond to incidents
- Mobile fire fighting
- Scene containment

After camp

- Remove all systems
- Hand over buildings back to facilities

In conjunction with Team Managers, either directly or indirectly responsible for the following **event policy(s)**;

*indicates more than one team responsible for policy

Skills: able to;

- Project management
- Technical knowledge of systems
- Experience of working in emergency services
- Work with people and be diplomatic, able to manage conflict.
- Working knowledge of (or have access to) emergency services procedures.
- Knowledge of the Scouting POR and GirlGuiding Manual and its procedures, in particular reporting procedures.
- Provide (directly or indirectly) suitable training were applicable.

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