



## National JOTA-JOTI Coordinator

### Terms of Reference

#### Role Summary:

Jamboree On The Air – Jamboree On The Internet (JOTA-JOTI) is an international event coordinated by World Scouting. It uses the internet and amateur radio. The NJJC will lead the development, promotion, and administration of JOTA-JOTI within Scouting Ireland and will serve as the main contact between SI and World Scouting for matters related to JOTA-JOTI. The NJJC and his/her Support Team will support, but not manage Scouting Ireland members who wish to participate in JOTA JOTI.

#### Objectives:

- To coordinate and support Scouting Ireland members' participation in JOTA-JOTI.
- To recruit young people and adult volunteers to participate in the event.
- To work with the relevant Scouting Ireland Departments to ensure correct oversight and governance of the activities in line with Scouting Ireland policy and procedures.

#### Appointed by:

- International Commissioner

#### Accountable & Reports to:

- International Commissioner

#### Responsible for:

- Deputy National JOTA-JOTI Coordinator (if any)
- National JOTA-JOTI Support Team (if any)

#### Internal Contacts:

- |                                 |                                        |
|---------------------------------|----------------------------------------|
| • International Commissioner    | • Safeguarding Department              |
| • International Team            | • Scouters participating in JOTAI-JOTI |
| • Programme Services Department | • Relevant County or Provincial Teams  |
| • Operations Department         | • Radio Scouting Team                  |
| • Communications Team           |                                        |

#### External Contacts:

- World Scouting JOTA-JOTI Team
- National JOTA-JOTI Coordinators of other National scout Organisations
- WOSM Regional Contact for JOTA-JOTI

#### Key Tasks:

- Lead the development of JOTA-JOTI at the national level.
- Recruit and lead the National JOTA-JOTI Support Team.
- Be a member of the Scouting Ireland's International Team.
- Share information, guidance, and best practices across Scouting Ireland to support JOTA-JOTI.
- Manage social media accounts aligned with national guidelines to promote JOTA-JOTI.
- Liaise with the International Commissioner on JOTA-JOTI matters, sharing regular reports.



- Liaise with WOSM on JOTA-JOTI matters.
- Disseminate information on JOTA-JOTI through national publications and online resources.
- Follow World Scouting and Scouting Ireland Safe from Harm protocols and collaborate with the Safe from Harm team to develop JOTA-JOTI safety guidelines.
- Manage secure document sharing for the National JOTA-JOTI Support Team in line with the national protocol.
- Liaise with the national amateur radio body (Irish Radio Transmitters Society; IRTS) and the both Irish Girl Guides (IGG) and Catholic Guides of Ireland (CGI) regarding JOTA-JOTI.
- Draft updates for national mailings and produce materials that match the JOTA-JOTI programme to Scouting Ireland's youth programmes.
- Promote JOTA-JOTI at relevant national events and maintain promotional materials following national brand guidelines.
- Make recommendations on how JOTA-JOTI information can be included in the adult training program.
- By 31st December each year, submit a report to the International Commissioner on JOTA- JOTI highlights and create an internal report with lessons learned.
- Develop a plan to ensure personal development for the National JOTA-JOTI Support Team.
- Prepare an annual budget to support national JOTA-JOTI activities.

## **Required Attributes:**

- Active adult member of the NSO.
- Availability to undertake the role, especially during JOTA-JOTI.
- Experience supporting JOTA-JOTI at a local or national level.
- Experience in organizing online, remote, and in-person Scouting events. Enthusiasm for technology and willingness to learn new methods.
- Experience in developing programs aligned with Scouting's objectives in a digital environment.
- Strong organizational and communication skills to support JOTA-JOTI.
- Experience leading a multi-skilled volunteer team to meet objectives.
- Proficiency in English or French for effective communication with WOSM.
- Computer skills, knowledge of internet and social media, and regular email access. Familiarity with amateur radio or experience as a licensed amateur radio operator is advantageous.

## **Terms of Appointment:**

- The NJJC is appointed through an Open Call or Expression of Interest for Scouters / Rovers issued in the National Mailing of Scouting Ireland. This role is a volunteer appointment and is dependent on successful completion of the Scouting Ireland verification process. Volunteer Garda Vetting / Access NI clearance and safeguarding requirements must remain valid for the duration of the appointment.
- The appointment is subject to approval by the International Commissioner of Scouting Ireland.
- The appointment term is three years (36 months) with a review after 18 months. An 'Open Call' or 'Expression of Interest' shall be called for a few NJJC at 33 months. A Scouter/Rover with the appointment of NJJC may serve a maximum of two consecutive terms of appointment (36 months x2). They may apply through the application process again following a break between this two-term appointment of 36 months.
- This is a voluntary role and is unremunerated; however, reasonable expenses in line with Scouting Ireland's expenses policy will be paid.