



# Volunteer Role Description

## Deputy Director of Retail & Entertainment (Market Place)

**Responsible to :** Director of Retail & Entertainment

**Responsible for :** NORJAM Shop Team leader  
Design and Build Manger  
Finance and Contracts Manager  
Buying and procurements Manager

This is a fantastic opportunity to lead a key part of the Jamboree, creating a central focal point and market place to support the participants and volunteers throughout the event.

We are looking for a confident negotiator with vision and financial acumen to lead our Market place team

Listed below is an outline of the key areas that the Deputy Director of Retail & Entertainment (Market Place) should focus upon, alongside the Director of Retail & Entertainment:

- To communicate and inspire the design of the central market place in line with the Jamboree theme, planning a retail provision to enhance the Jamboree experience
- To support the design of a retail team and recruitment of suitable Team Leaders
- To work with key directors and volunteers to effectively manage all purchases & contracts and exhibitors
- To oversee the budget of the market place, actively seeking opportunities to reduce costs and increase income
- Work with the Design and build manager to manage logistics of venue
- Engage with Youth members to provide a suitable range of products and services to meet their needs
- To take an active part in team meetings of the directorate
- To contribute to the report of process of the directorate in advance of Director's meetings
- To attend Director's meetings when invited to present the work of the Entertainment & Retail directorate

## APPLICATION

If you wish to apply for this role, please send a brief email with the following information:

- Full name and contact telephone number
- Relevant skills you could bring to the role

Please email – [retailents@norjam.org.uk](mailto:retailents@norjam.org.uk)

Applicants will be contacted via email, followed by a telephone call, ZOOM or face to face meeting to discuss further.

**There are a variety of roles required to make NORJAM a success, we would like to share details with the NORJAM management team of applicant's who may have skills in other areas.  
Please indicate in your application if you do not consent to your contact details being shared**