



Kent International Jamboree 2025

Volunteer Vacancy Pack

Role Title:

Contractor Relationship Lead

Reporting to:

Village Director

Role Description:

To be willing to conceptualise, plan for and develop a high-end retail and eating experience for visitors to KIJ25.

To liaise with external vendors, Scouting and Guiding districts/groups who wish to deliver food and services within the Village Area.

To develop effective working relationships with suppliers and vendors, ensuring effective service delivery across the food hall and village area, maximising value for money for KIJ25 budgets and providing consistent quality for all stakeholders and end users.

Essential Requirements:

- Communication Skills: The Contractor relationship lead require excellent speaking, listening and writing skills to interact well with customers, other employees and vendors.
- Customer service skills: They can benefit from being calm, empathetic and patient and knowing how to respond to others suggestions and complaints and resolve their problems promptly to ensure their satisfaction.
- Customer service skills: They can benefit from being calm, empathetic and patient and knowing how to respond to others suggestions and complaints and resolve their problems promptly to ensure their satisfaction.
- Collaboration skills: To be effective in building relationships. Contractor relationship managers may collaborate with the organisation's senior executive, other managers and other employees.





- Presentation skills: To discuss relationship strategies with the organisation's senior management and other personnel, the contractor relationship managers may make informative presentations outlining their plans in detail.
- Problem-solving skills: When contractors have issues with KIJ25, Contractor relationship managers can identify the problems and devise proper resolutions.
- Negotiation skills: By being a good negotiator, a contract relationship manager can explain the benefits of the organisation's approach.
- Time management skills: Prompt responses to contractor queries and the timely implementation of customer service strategies are the key to building lasting relationships with contractors and ensuring long-term contractor satisfaction.
- Computer skills: Contractor relationship managers regularly use computers, the Internet to build, document and maintain contractor relationships.

Nice to haves:

- Previous Jamboree Service Team Experience
- Management roles within home and international jamborees or equivalent district or country Scouting/guiding roles.
- Professional experience of contractor/vendor relationship building.

If this role is of interest to you and you wish to apply, then please complete the form found at <https://www.kij.org.uk/>

