



POLAND 2027

World Scout
26th Jamboree
Scout Mondial



Irish House Purchasing and Procurement Manager – Role Description

Scouting Ireland Contingent Management Team

World Scout Jamboree 2027

Please submit all applications through the form here: [Food House Purchasing and Procurement Manager - Application Form](#)

Background

The World Scout Jamboree is a major international event organised by WOSM. Held every four years, it brings together tens of thousands of Scouts, aged 14 to 17, from around the globe to promote cultural exchange, friendship, and adventure. The Jamboree provides a unique opportunity for young people to learn from one another, develop leadership skills, and engage in outdoor activities while embracing the Scouting principles of community service, personal growth, and environmental stewardship.

In 2027, Poland will host the World Scout Jamboree for the first time, in the city of Gdańsk. The 26th World Scout Jamboree will be held from **30 July to 8 August 2027**.

Part of the Jamboree experience will be the provision of Food Houses by Contingents attending the Jamboree. The Scouting Ireland Contingent Management Team (CMT) is recruiting a skilled volunteer to assist the appointed Irish House Manager with financial management of and the purchasing and procurement of equipment and food needed for the Irish Food House at the 2027 World Scout Jamboree.

Purpose of the Role

The Purchasing and Procurement Manager will be responsible for coordinating the purchasing requirements and financial planning associated with the Irish House at the World Scout Jamboree. This will include budget management, sourcing and purchasing items, coordinating sponsorship opportunities, and managing merchandise and items for sale.

The Purchasing and Procurement Manager will work closely with the Operations Manager and the Irish House Manager as part of the Contingent Management Team to help create and deliver the overall Irish House experience. This will involve ensuring that the Irish House has the resources it needs, making effective use of the available budget, and identifying opportunities to generate income and support through sponsorship and sales.

The responsibilities outlined are intended as a guide and may change or vary depending on the needs of the team and the requirements of the Irish House. Flexibility, teamwork and a willingness to support other areas where needed will be important aspects of the role.



As a member of the Contingent Management Team, a successful candidate will be ultimately accountable to the Head of Contingent for the duration of their term. On a day-to-day basis, the Food House Manager will assign tasks and duties.

This is a voluntary position with a successful candidate expected to be in place from November 2026 – October 2027 to allow for proper planning before, and review after the Jamboree event. The candidate will join the CMT and attend meetings as required. Due to the nature of the event, applicants must be 18 or older on the event (**born on or before 30 July 2009**).

Key Responsibilities

- Develop and maintain a budget for the purchasing and procurement requirements of the Irish House.
- Track expenditure, monitor costs and maintain clear records of purchases and income.
- Source suppliers and obtain quotations to ensure items are purchased at appropriate prices and represent good value for money.
- Coordinate the purchasing of equipment, materials, supplies and other items required for the Irish House, in liaison with the Operations Manager and wider team.
- Identify potential sponsorship opportunities and support the development of sponsorship proposals and relationships with businesses or organisations.
- Coordinate the sourcing, design, ordering and purchasing of merchandise and other items for sale through the Irish House.
- Help develop a merchandise and sales plan, including pricing, stock requirements and the tracking of sales.
- Manage stock levels and ensure that merchandise and other sale items are accounted for appropriately.
- Identify opportunities to reduce costs, secure donations or sponsorship in kind, and maximise the value of available resources.
- Work closely with the Operations Manager to ensure purchasing decisions align with operational requirements, equipment needs and logistical arrangements.
- Work with the Irish House Manager to ensure purchasing, sponsorship and merchandise plans support the overall experience and objectives of the Irish House.
- Provide regular updates to the Contingent Management Team on budgets, purchasing, sponsorship and sales.
- Ensure that purchasing decisions are transparent, properly recorded and in line with any agreed financial procedures.
- Support other areas of the Irish House as required, depending on the needs of the team.



Skills & Experience

- Good financial and budget management skills.
- Strong organisational and administrative skills.
- Good communication, negotiation and relationship-building skills.
- Ability to research options, compare costs and make practical purchasing decisions.
- Commercial awareness and an understanding of pricing, sales and value for money.
- Attention to detail, particularly when managing budgets, stock and financial records.
- Ability to work independently while collaborating with the wider team.
- Initiative and creativity when identifying sponsorship opportunities and merchandise ideas.
- Flexibility and willingness to adapt to changing requirements.
- Experience in purchasing, procurement, finance, budgeting, sales, retail, sponsorship or a similar area would be beneficial.
- Experience managing budgets or tracking expenditure and income would be useful.
- Experience sourcing products, dealing with suppliers or managing stock would be an advantage.
- Experience in sponsorship, fundraising, merchandise or sales would be beneficial.
- An understanding of Scouting and the requirements of a World Scout Jamboree.
- Previous experience in a formal management role is not essential, provided the applicant can demonstrate the relevant skills, experience and willingness to take on the responsibilities of the role.

Time Commitment

- Participation in all required CMT planning meetings, training sessions, and workshops.
- Regular engagement throughout the planning cycle up to and including the Jamboree.
- Full availability during the World Scout Jamboree 2027 for on-site leadership (allowing a few days either side of the event for build/take down).

Any queries about the role can be directed to wsj2027@scouts.ie