



Ready to join the Adventure?

**Scout Adventures Gilwell Park –
Event People Lead**

The opportunity...

Thank you for your interest in the role of Event People Lead for Scout Adventures at Gilwell Park.

Scout Adventures Events aim to provide a memorable event experience to Young People within Scouting from all over the country. Without the support of a large number of volunteers, Scout Adventures Events would not happen. It is essential to manage staffing in a structured manner to ensure that a sufficient number of staff will be available for all Scout Adventure Events.

The overall responsibility of an Event People Lead is to coordinate volunteers that apply for a position in the Event Volunteer Team whilst carefully monitoring available resources such as accommodation or catering. They should also make sure sufficient staffing and volunteer wellbeing is being upheld whilst ensuring that everyone is happy and able to deliver the event to the participants.

The Event People Lead will work in partnership with the Centre Support Team, the Event Manager and a range of individuals and teams within The Scout Association such as Volunteer Team Leads and SASUs prior to, during and after the event to ensure sufficient staffing.



About us

Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 6 to 25 year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities. Scouts helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship. Our award winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community based Scout Groups nationwide. Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need. We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives. The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

Our strategy

A new strategic plan for Scouting across the UK is currently nearing completion to secure a strategic direction through to 2023 and to grow on the success of the current plan. Team UK (the team of commissioners that leads Scouting across the UK) will play a key part in leading the delivery of this strategy. More details on the work towards our new plan are available at www.scouts.org.uk/ourplan

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Scouting's fundamentals

Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Our values

As Scouts, we are guided by these values:

- Integrity
- Respect
- Care
- Belief
- Co-operation

Further information on our fundamentals, including details of our values, are provided on our website at <http://scouts.org.uk/about-us/keypolicies/fundamentals-of-scouting/>

Scouting's key policies

In common with all members in Scouting, the Volunteer Head of Training & Development is required to promote and follow our key policies. The policies cover:

- Child Protection
- Equal Opportunities
- Religion Safety

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>

Scout Adventures Gilwell Park

Scout Adventures offers inspiring outdoor learning experiences for both young people and adults. Drawing on over 100 years of Scouting heritage and expertise, we specialise in creating tailor-made residential experiences that are fun, challenging and deliver specific skills and learning outcomes. Based in stunning rural locations across the UK we offer a wide range of activities from canoeing and high ropes to orienteering and traditional Scouting skills. We are open to Scouts, schools and youth groups. Here at Scout Adventures we believe that amazing things can happen in the great outdoors. Working with teachers and youth leaders, we have inspired generations of young people to reach their potential and learn skills for life.

Scout Adventures delivers a diverse programme of events across our centres throughout the year for young people between 6 and 18 years as well as leaders and adult Scout members offering both educational elements and physical activities. Wintercamp is an event for Scouts and Explorers which takes place annually on the first or second weekend in January at two of our centres – Gilwell Park in London and Hawkhurst in Northumberland. Every year, more than 2,500 young people, 1,000 Leaders and approx. 300 event volunteers join us at Gilwell Park for the “sub-zero adventure”.



The role

Overview

The Event People Lead will be the point of contact for Event Volunteers prior to, during and after the event. The role forms the link between the Event Volunteers, the Event Manager and the Centre Support Team. The Event People Lead will work with the Centre Support to improve the staffing process at events. They should also ensure sufficient staffing and volunteer wellbeing is being upheld. The role also requires working in partnership with a wide range of individuals, SASUs and departments within The Scout Association; as well as other Volunteer Team Leads prior to, during and after the event to ensure sufficient staffing.

Role description

- Purpose:**
- To ensure that everyone is happy and able to deliver the event to participants
 - To liaise with and to engage and inspire our volunteer teams

- Appointed by:**
- Centre Manager Scout Adventures Gilwell Park

- Responsible to:**
- Event Co-ordinator

- Responsible for:**
- Co-ordinating staffing for Scout Adventures Events

- Internal contacts:**
- Scout Adventures Events Team
 - Scout Adventures Gilwell Park Centre Team
 - Scout Adventures Volunteer Event Manager
 - Other event volunteers and event team leaders
 - Scout internal suppliers of event logistics and activities

Logistical Requirements

The successful applicant for this role should:

- Be available to attend the respective event each year, ideally 1 – 2 days prior to event start
- Have access to a computer/laptop or any electronic device to access the internet and MS Office or any comparable software
- Be able to commit to attending meetings for a minimum of 4 days or weekends in addition to the event
- Be able to commit to an average of 2 hours per week to work remotely in addition to attending meetings and the event, especially during busy periods (2 months prior – 1 month after event)
- Be prepared to work remotely using a variety of techniques to remain in touch
- Be a member of the Scouting or Girlguiding Movement

- Time commitment:**
- Time commitment varies over the course of the year – peak between beginning of September and end of February
 - On average 3 – 5 weekends per year – in addition to event weekend. Two or three days per year, mid-week, may be required
 - Present on site for event set up (build week) and event weekend

Training and support given:

- Ongoing support from the Centre Support Team
- Identification for further training as needed

Terms of appointment:

- Ideally, the appointment is for 3 to 5 years to allow the development of the event with the potential for re-appointment for a further period
- The appointment is subject to annual review with the Scout Adventures Events team
- The applicant must be a member of the Scouting or Girlguiding Movement

Expenses:

- This is a voluntary leadership role and is unremunerated, however, reasonable expenses in line with our expenses policy may be paid

Person specification

Skills and experience:

and The successful applicant for this role will:

- Be confident in using MS Office or any comparable software, the internet and email
- Have the ability to communicate effectively both verbally and in writing
- Have the ability to work well in a team and encourage cohesiveness
- Be able to work in partnership with staff members and volunteers to shape and develop the Event
- Demonstrate interpersonal skills to enable the role holder to manage and motivate a small team
- Accept direction and guidance in order to progress the project
- Remain positive despite challenges faced
- Demonstrate problem-solving skills
- Demonstrate understanding and commitment to Scouting and the values of Scouting
- Understand the multi-cultural nature of World Scouting and demonstrate sensitivity and openness to all, regardless of background, ethnicity, religious or sexual orientation

Responsibilities:

The successful applicant for this role will:

- Support the set up and development of the IT system used for staff registration through feedback and testing
- Determine Event Volunteer demand in conjunction with Volunteer Event Manager & Event Volunteer Team Leads to ensure sufficient event volunteer numbers whilst monitoring available resources (indoor accommodation, catering)
- Monitor, approve or reject Event Volunteer applications in partnership with the Customer Support Coordinator Events and Centre Support Team
- Allocate roles and resources in partnership with Customer Support Coordinator Events and Centre Support Team
- Ensure that information regarding Event Volunteers is available (e.g. DBS waiver, Next of Kin)
- Able to escalate problems to the appropriate avenues as needed
- Be the main contact for all staffing related enquiries in the event email inbox and pass on staff enquiries to Volunteer Event Manager or Centre Support Team where necessary

- Work with the Centre Support Team in order to create Staff Info Packs and necessary communication with event volunteers before, during and after the event
- Be main contact for staff related enquiries during the event
- Support the setup of and run the staff reception area on site during the event
- Provide feedback after the event to improve process

How to apply

Key dates

The closing date for applications and nominations is 21st July. Once the shortlist is drawn up, the interviews are expected to take place at Gilwell Park on the last week of July/first week of August. Shortlisted candidates will be notified of the timings and given an outline of the selection process and the format of the interview day. These dates and times can be flexible.

Process

Please fill in the [online application form](#) no later than the 21st July. Please ensure you read the person specification section and make it clear in your application how you meet these.

Further information

If you require any further information about the process or the roles, please contact Ulrike Stuebner by email at ulrike.stuebner@scouts.org.uk

