



Preparing young people with skills for life

Deputy Head of Parade

Day of Celebration and Achievement



Scouts

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/key-policies/fundamentals-of-scouting/>



Scouting's key policies

In common with all members in Scouting, the post-holder 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/>

The role

Introduction and Background to the Day of Celebration and Achievement

Thank you for your interest in this volunteer role of Head of Parade for The Day of Celebration and Achievement at Windsor Castle. This pack contains information about the role, its context and an outline of the work you could be involved with.

Each year the UK Headquarters of The Scout Association organises The Day of Celebration and Achievement at Windsor Castle which is an opportunity for us to recognise the achievements of our members in a unique and very special location. The event is aimed at Queen's Scouts, Gallantry Award holders and adult Good Service award holders who have normally gained awards in the preceding year. The event normally attracts up to 2,000 members and supporters of Scouting each year.

It has two main elements; first, the parade of the Queen's Scouts (usually between 400 and 600) which is watched by the adult award holders and parents and the second element is the National Scout Service which is held in St George's Chapel inside the castle. The parade is the element for which the Parade Leader and their Deputy are responsible.

Due to the nature and complexity of this event, and the interactions with police, the castle authorities, barracks, the Dean and Chapter, and the Royal Collection, the combined event is run and administered from UKHQ at Gilwell Park through an Event Manager on the Scouts HQ staff team. However, there is also an Event Volunteer Lead and two key teams of volunteers involved in the planning, the Parade Team and the Service Planning Team. This project falls within Programme of Work 10.

Overview

This national role will be for a maximum six-year period, with periodic reviews so that if any volunteer is unable to complete their term for personal reasons, a revised timeframe will be agreed. The first two years are spent as deputy to the current Head of Parade, the third year is expected to be spent as Head of Parade with the outgoing Head of Parade acting as Deputy and mentor for the first year whilst selecting a new Deputy, you will then continue in your new role as Head of Parade for a further two years and will be responsible for recruiting and training the next Deputy. The final year is the handover year to the next Head of Parade, acting as their Deputy and mentor.

Both Deputy and Head of Parade are required to:

- recommend to the Event Manager the names of six Queen's Scouts to form the UK National Colour Party and the names of Section Leaders through the agreed selection process;
- train the Colour Party (normally three-four training weekends plus rehearsal and the event);
- train the Section Leaders for the Parade with assistance from the Section Leader Trainer;
- coordinate the Section Leaders in providing training on the morning of the event for all the Queen's Scouts;

In addition:

- the Head of Parade will lead the Parade in the afternoon of the event;
- the Deputy will assist the Head of Parade during the afternoon of the event and act as understudy in the event of illness or other unforeseen circumstances;
- The Deputy Head of Parade will be a volunteer and is line managed by the Head of Parade.

The anticipated time commitment and availability the role requires is as follows, through an annual cycle:

April to June	National advert to seek Queen's Scouts for the Colour Party and Service Team	This process is carried out by the Event Manager but advert is agreed by conference calls with Service Team Leader and Head of Parade.
Oct	Selection weekend	One weekend supported by HQ staff. The organisation of these events are carried out by HQ, working with lead volunteers. All communications are via HQ.
Dec	1 st Training Event in Windsor	The training is run by the Head of Parade supported by HQ staff. All communications are via HQ.
Jan	2 nd Training Event in Windsor and appoint Section Leaders	As above. The Head of Parade also appoints the Section Leaders with assistance from the Deputy.
Feb	3 rd Training Event in Windsor	As above
Mar	Rehearsal Weekend in Windsor	Meet, train and brief Section Leaders along with the Colour Party. Access to the castle.
April	Event weekend	Final rehearsal on Saturday and event on the Sunday.

If recruited in January 2020, there is an expectation that the successful candidate will be available to attend the next Parade event (26th April 2020) as an observer, so they can commence their role after that event concludes.

Role Description

Purpose:	(Annually) To select and train six Queen's Scouts to form a Colour Party, and to select and train Section Leaders for the Day of Celebration and Achievement at Windsor Castle. To be part of the volunteer team planning and coordinating the Parade and Service elements of the event.
Responsible to:	Head of Parade (while acting as Deputy). Windsor Volunteer Lead (while acting as Head of Parade). Ultimate responsibility to the Volunteer Head Of Events
Responsible for:	Deputy Head of Parade, Parade Section Leaders, Parade Colour Party
Key Alliances:	Scouts National Events Team, Service Planning Team
Internal contacts:	Windsor and Eton Scouts, Windsor Event Zone Coordinators
External contacts:	Windsor Castle, Victoria Barracks

Key tasks:

- Liaise regularly with the Event Manager (and/or Events Team) as appropriate
- Help run the selection event and provide recommended names to the Event Manager
- Help to run up to four training weekends and one rehearsal
- Help support and train the Colour Party to act as a lead element of the Parade
- Help support and train the Section Leaders to train and guide the Queen's Scouts during the event. This includes supporting young people with additional requirements to participate, to ensure that the event is fully inclusive.
- Lead the Parade element in Windsor Castle

Time commitment:

Approximately 6-7 weekends (part or full and can be negotiated).

Some evening phone or Skype calls

Up to three annual meetings with HQ staff (location to suit)

Expenses:

Travel and accommodation expenses required to perform this role will be paid by the Association, as agreed with the Events Manager.

Person specification**Skills and abilities:**

- Inspire and motivate young people aged 16 – 25
- Support and encourage the young people, allowing them to enjoy the experience
- Support and train adults in their role as Section Leader
- Communicate effectively, verbally and in writing
- Use email and Skype (or equivalent) to carry out a range of tasks
- Respond appropriately in challenging situations
- Able to positively challenge, negotiate and compromise
- Ability to train young people in marching
- Able to proactively challenge and remove possible barriers to attendance such as disability or additional needs

Knowledge and experience:

- Have led and supported 16 – 25 year olds
- Have led and supported adults
- Marching and/or attendance at The Day of Celebration and Achievement
- Knowledge of The Scout Association's Vision, Fundamentals and Values

Personal qualities:

- Approachable at all reasonable times
- Commitment to The Scout Association's Fundamentals and Promise
- Sufficient time available for the role, including mid-week evening and weekend engagements, sometimes including travel around the UK
- Able to work well in partnership with staff and other volunteers

How to apply

Key dates

The closing date for applications is **9.00am, Monday 6th January 2020**

Process

Applications: Please apply by completing the application form and emailing it to windsor@scouts.org.uk

Interviews: After the close of applications, any shortlisted candidates may be invited to attend a teleconference interview (using Skype or a similar programme), expected to be held on the **12th January 2020**. Please try to ensure your availability on that date. (If you have a pre-existing commitment, it may be possible for the panel to schedule an interview on a different date for you).

Post-interview: The successful candidate will be invited to attend the Rehearsal Weekend on 28th March, whereupon they will meet the team and demonstrate ability to march. This is a requirement before the appointment can be confirmed.

