



Ready to join the Adventure?

**Scout Adventures Gilwell Park –
Fundays Programme Zone Coordinator**

The opportunity

Thank you for your interest in the role of Fundays Programme Zone Coordinator at Gilwell Park. This is an exciting opportunity to join the team organising and delivering one of our National Events in conjunction with the Scout Adventures Gilwell Park Team and a number of other event support teams. We're recruiting to fill a number of programme zone coordinator, including areas across site and lunchtime entertainment.

Tasks will range from developing programme ideas, liaising with the programme team and supporting the zone during the event, to continuing the growth and development of Fundays Gilwell Park as an integral part of our annual programme for young people.

The candidate will join the event planning process for 2020 which has already started and will mainly focus on the development of the programme and supporting the event during the weekend. The role will develop within a framework of our event volunteer team structure which is currently being reviewed. The time commitment is considerable – especially the closer we get to the event - but we are open to different ways of working to achieve the aims of this role.



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

Our new strategic plan for Scouting across the UK launched in May 2018 and gives us a strategic direction through to 2023 and to grow on the success of our previous 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 Fundays Programme Zone Coordinator 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. Fundays is an event for Beavers and Cubs which takes place annually in June at two of our centres – Gilwell Park in London and Woodhouse Park in Bristol. Every year, more than 5,000 young people, 2,000 Leaders and approx. 300 event volunteers join us at Gilwell Park to deliver two days filled with exciting event activities and programme.



The role

Overview

This is an exciting opportunity for a volunteer to take on a Zone Coordinator role, influencing the planning and delivery of the programme at Scout Adventures Fundays at Gilwell Park. As part of the Scout Adventures Event Team you will work in conjunction with the Fundays Programme Lead, to shape and deliver a high-quality event.

Ideally this appointment would be for a number of years, allowing you to work towards, as well as leading, the youth development of the event. Your key responsibilities in the first year will be to join the planning process to develop programme ideas and support the delivery of your zone. In future years, the key responsibility will shift towards developing Fundays at Gilwell Park in line with other Scout Adventures Events and the Scout Adventures brand and values. This role may include the initiation and management of youth focused projects to improve the user journey and event experience for young people, leaders and volunteers. The role offers the opportunity to lead and inspire young people and volunteer teams to deliver the best event experience possible to all stakeholders.

Role description

- Purpose:**
- To coordinate and manage a programme zone
 - Support volunteers, contractors and event staff to deliver quality activities
 - Work with Programme Lead and other Zone Coordinators to develop the Fundays programme
- Appointed by:**
- Fundays Programme Lead
- Responsible to:**
- Fundays Programme Lead
- 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
 - Fundays programme team
- Logistical Requirements**
- The successful applicant for this role should:
- Be available to attend Fundays each year, ideally 2 – 3 days before the event and 1 – 2 days after the event
 - 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 prepared to work remotely using a variety of techniques to remain in touch
- Time commitment:**
- Time commitment varies over the course of the year – peak between beginning of February and the end of June
 - 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
 - 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 (3 months prior – 1 month after event)
- Training and support given:**
- Ongoing support from the Centre Support Team
- Terms of appointment:**
- Ideally, the appointment is for 2 to 3 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:

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
- Have experience of delivering a programme for the age range for the event (Scouts and Explorers)
- Ideally have worked on large events (e.g. District/County/Area)
- 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 team
- Accept direction and guidance in order to progress the organisation of the event
- Remain positive despite challenges faced in the undertaking of delivering large events
- Demonstrate problem-solving skills
- Demonstrate understanding and commitment to Scouting and the values of Scouting
- Be organised in order to manage multiple 'moving parts' of the event programme
- 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 be responsible for:

- Assist the recruitment of programme volunteers, who will support the smooth running of the event
- Development of unique and exciting themed programme ideas in conjunction with Fundays Programme Lead
- Researching current trends and Beaver/Cub/Rainbow/Brownie interests using a variety of methods
- Determining event volunteer demand to support the programme
- Supporting the marketing of the programme to leaders supporting Beavers/Cubs/Rainbows/Brownies
- Ensure sufficient programme provision is provided for the number of attendees at the event
- Ensure the programme links into both the theme and the Beaver and Cub Section Programme

How to apply

Key dates

The closing date for applications and nominations is 3rd March. Once the shortlist is drawn up, the interviews are expected to take place in mid March. Shortlisted candidates will be notified of the timings and given an outline of the selection process and the format of the interview day.

Process

Please fill in the [application form online](#) no later than 3rd March. 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