



Ready to join the Adventure?

Scout Adventures Gilwell Park –
Fundays Traffic Manager

The opportunity...

Thank you for your interest in the role of the Event Traffic Manager 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. A crucial element of this experience is the traffic management on site during arrival and departure of the event.

To improve the experience for participants and leaders, it is essential to manage traffic sufficiently. This includes customer enquiries prior to the event, the management of onsite car parking space and the coordination of movement of pedestrian and vehicles during events.

The Fundays Traffic Manager at Gilwell Park will lead a team of individuals and will work in partnership with the Centre Support Team, the Event Programme Lead 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.



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 Scout Adventures Gilwell Park – Fundays Traffic Manager 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 manage the organisation of traffic at Fundays Gilwell Park. The Event Traffic Manager will be the point of contact for Centre Support for traffic related enquiries prior to and during the event.

Role description

Purpose:	<ul style="list-style-type: none"> To coordinate, organise and lead the general operations of our event traffic to ensure the best possible experience for all customers To liaise with and to engage and inspire our volunteer teams
Appointed by:	<ul style="list-style-type: none"> Event Traffic Lead at Scout Adventures Gilwell Park
Responsible to:	<ul style="list-style-type: none"> Event Traffic Lead
Responsible for:	<ul style="list-style-type: none"> Co-ordination of vehicle and pedestrian movement during events, if applicable on site and off site
Internal contacts:	<ul style="list-style-type: none"> Scout Adventures Events Team Scout Adventures Gilwell Park Centre Team Scout Adventures Event Traffic Lead Other event volunteers and event team leaders Scout internal suppliers of event logistics and activities
Logistical Requirements	<p>The successful applicant for this role should:</p> <ul style="list-style-type: none"> Be available to attend the SA Fundays at Gilwell Park, ideally 1-2 days before 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 a minimum of 4 – 6 meetings in person or virtually 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
Time commitment:	<ul style="list-style-type: none"> Time commitment varies over the course of the year – peak between beginning of April and end of June Present on site for event set up, ideally 1-2 days before and 1 – 2 days after the event
Training and support given:	<ul style="list-style-type: none"> Ongoing support from the Centre Support Team Identification for further training as needed
Terms of appointment:	<ul style="list-style-type: none"> The appointment is for Fundays 2020, including preparation and review The applicant must be a member of the Scouting or Girlguiding Movement
Expenses:	<ul style="list-style-type: none"> 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:

- Have previous experience managing large amounts of traffic and vehicles
- 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 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 Centre Support by replying to traffic-related enquiries prior to the event
- Appointment of individuals to join Event Traffic Team
- Preparation of Traffic Management Plan and risk assessments
- Coordination of site preparation prior to event
- Management of movement of individuals & vehicles during event
- Supporting individuals and groups with traffic-related enquiries during event
- Liaison with external suppliers regarding off-site car parking
- Coordinate shuttle services on and off-site

How to apply

Key dates

The closing date for applications and nominations is 27th February 2020. Once the shortlist is drawn up, the interviews are expected to take place at Gilwell Park or via Skype in the first 2 weeks of March. 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 27th February 2020. Please ensure you read the person specification section and make it clear in your application how you meet these.

We ask all applicants to prepare a draft of a Traffic Management Plan for an existing or fictional event and event venue. This should include a list of information that need to be in a Traffic Management Plan and a rough outline of the factors that are to be considered. Please send the Traffic Management Plan to chris.dartnell@scouts.org.uk after submitting your application form.

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