






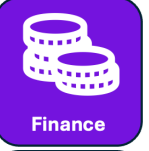


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Volunteer Role Specification

Role Title	Event Secretary	Reports To	Event Lead																		
Works With	<div style="text-align: center;">  <p>Event Lead</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>Engagement</p> <ul style="list-style-type: none"> Internal Comms External Media Event Comms Event Manual Branding Resources for Groups GDPR Comms Planning </div> <div style="text-align: center;">  <p>People</p> <ul style="list-style-type: none"> Bookings Group Contacts Medical Info Merchandise Recruitment Event Volunteers DBS Checking Volunteer Catering Multipurpose Team Induction Process Volunteer Experience </div> <div style="text-align: center;">  <p>Experience</p> <ul style="list-style-type: none"> Day Activities Evening Activities Programme Camp Plaza Ceremonies Youth Lead Squirrels Beavers Cubs Scouts Explorers </div> <div style="text-align: center;">  <p>Site</p> <ul style="list-style-type: none"> Infrastructure Furniture Structures Waste Signage Contractors Layout Marking Build & Break </div> <div style="text-align: center;">  <p>Operations</p> <ul style="list-style-type: none"> Event Control Event Reception Emergencies Security Traffic Vehicles Medical Site Services Fire Safety </div> <div style="text-align: center;">  <p>Safety</p> <ul style="list-style-type: none"> Safety Management Weather Safety Processes Risk Assessments Safeguarding POR </div> <div style="text-align: center;">  <p>Finance</p> <ul style="list-style-type: none"> Budget Management Insurance Payments in & out Cashflow Grants Onsite Retail Shop </div> </div>																				
Responsibilities	<p>As the Event Secretary, you'll need to:</p> <ul style="list-style-type: none"> ▪ Support the Event Lead with overall event planning administrative tasks. ▪ Work with the Event Lead & Leads to devise a meeting schedules - supporting with setting up virtual meeting links and booking of physical F2F meeting locations. ▪ Taking minutes and updating Monday.com with key information. ▪ Maintaining the Event Key Decision Log. ▪ Organising meeting refreshments and setting up meeting venues. ▪ Investigate grants/sponsor/corporate partner sourcing / management. ▪ Follow agreed processes (e.g. purchase orders). ▪ Work within GDPR 																				
Time Commitment	<p>Time commitment for this role can be broken down into the following event/project phases:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Phase:</th> <th style="width: 33%;">Period:</th> <th style="width: 33%;">Activity:</th> </tr> </thead> <tbody> <tr> <td>Planning</td> <td>March 2025 to May 2026</td> <td>1-4 hrs per week Fortnightly meetings (~20) Monthly meetings (~14) Weekend meetings (~4)</td> </tr> <tr> <td>Event Build & Setup</td> <td>Sun 26th April to Thu 30th April 2026</td> <td>Onsite support 8-12 hrs per day (desirable/flexible)</td> </tr> <tr> <td>Event Live</td> <td>Fri 1st May 2026 to Sun 3rd May 2026</td> <td>Onsite 24/7 (essential)</td> </tr> <tr> <td>Event Derig</td> <td>Mon 4th May 2026 to Wed 6th May 2026</td> <td>Onsite support 8-12 hrs per day (desirable/flexible)</td> </tr> <tr> <td>Review</td> <td>May 2026 to September 2026</td> <td>1-2 hrs per week Monthly meetings (~3)</td> </tr> </tbody> </table>			Phase:	Period:	Activity:	Planning	March 2025 to May 2026	1-4 hrs per week Fortnightly meetings (~20) Monthly meetings (~14) Weekend meetings (~4)	Event Build & Setup	Sun 26 th April to Thu 30 th April 2026	Onsite support 8-12 hrs per day (desirable/flexible)	Event Live	Fri 1 st May 2026 to Sun 3 rd May 2026	Onsite 24/7 (essential)	Event Derig	Mon 4 th May 2026 to Wed 6 th May 2026	Onsite support 8-12 hrs per day (desirable/flexible)	Review	May 2026 to September 2026	1-2 hrs per week Monthly meetings (~3)
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	<p>If you are unable to fulfil some of the above requirements, please discuss this with the event lead – we are a flexible and inclusive organisation.</p>
Role Requirements	<p>By accepting this volunteer role:</p> <ol style="list-style-type: none">You are becoming a member of the Warwickshire Scouts Event Team.You will be required to hold a current DBS disclosure, obtained through The Scouts.You must hold a valid First Aid qualification.You must complete the necessary training for this role.You will agree to work within Policy, Organisation & Rules (POR).Agree to promote the beliefs, behaviours & practices that uphold the values of Scouting.
Person Specification	<p>To be successful in this role you will need to demonstrate the following competencies:</p> <ul style="list-style-type: none">Project management experience would be ideal.Ability to work as part of a team, enthusiastic for any challenge.A can do attitude, prepared to go the extra mile for participants.Able to think creatively, adapt, reassess and solve problems leading up to and during the event.Attention to detail.A positive 'can do' attitude.Established leadership and influencing skills.Holding a valid drivers license would be preferable for this role.Previous experience of large event delivery/support.