









Volunteer Role Specification

Role Title	Finance Lead	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>Lead</p> <p>As the Finance lead, you'll need to:</p> <ul style="list-style-type: none"> ▪ Deliver the event according to event aims. ▪ Develop team roles & structure. ▪ Proactively raise and share ideas and concerns to help improve the event, irrespective of areas of ownership. ▪ Develop a timeline for respective responsibility area, with key milestones. ▪ Ensure the event remains as accessible and inclusive as possible, with a broad and balanced experience. ▪ Provide timely updates to Event Lead, EMT and Monday.com respectively. ▪ Welfare of the team; support to have a positive volunteering experience. ▪ Ensure the event is appropriately risk-assessed. ▪ Ensure budgets are responsibly managed, with value for money balanced against spending on a quality experience. ▪ Follow agreed processes (e.g. purchase orders). ▪ Work within GDPR 		
	<p>Team</p> <p>The Finance team will be responsible for:</p> <ul style="list-style-type: none"> ▪ Budget management & monitoring. ▪ Ensuring adequate insurances are in place to cover event liabilities. ▪ Controlling & adhering to financial processes. ▪ Owning the mechanisms of event expenditure (Payment requests, payment cards, staff expenses). ▪ Conducting financial forecasting/ cashflow planning, and processing of: <ul style="list-style-type: none"> <u>Income sources</u> – Event ticket prices, grants, retail/onsite shop. <u>Expenditure</u> – Payment schedules. ▪ Interrogating large financial expenditure to protect the event from financial risk, including supplier bankruptcy. ▪ Owning the process for cash handling (onsite shop) <ul style="list-style-type: none"> ○ Float, Security (safe), Digital payments, Post-event paying in. ▪ Operating the event retail/ merch/ tuck onsite shop. ▪ Working closely with the county treasurer. ▪ Working closely with all event functions to forecast accurate spend. 		

GET IN

<p style="text-align: center;">Time Commitment</p>	<p>Time commitment for this role can be broken down into the following event/project phases:</p> <table border="1" data-bbox="336 248 1485 734"> <thead> <tr> <th>Phase:</th> <th>Period:</th> <th>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>Wed 29th 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 Tue 5th 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> <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>	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	Wed 29 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 Tue 5 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 style="text-align: center;">Role Requirements</p>	<p>By accepting this volunteer role:</p> <ol style="list-style-type: none"> a. You are becoming a member of the Warwickshire Scouts Event Team. b. You will be required to hold a current DBS disclosure, obtained through The Scouts. c. You must hold a valid First Aid qualification. d. You must complete the necessary training for this role. e. You will agree to work within Policy, Organisation & Rules (POR). f. Agree to promote the beliefs, behaviours & practices that uphold the values of Scouting. 																		
<p style="text-align: center;">Person Specification</p>	<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. 																		