Volunteer Role Specification

Role Title	**Operations Lead**	Reports To	**Event Lead**

Works With

Engagement	**People**	**Experience**	**Site**	**Operations**	**Safety**	**Finance**
Internal Comms External Media Event Comms Event Manual Branding Resources for Groups GDPR Comms Planning	Bookings Group Contacts Medical Info Merchandise Recruitment Event Volunteers DBS Checking Volunteer Catering Multipurpose Team Induction Process Volunteer Experience	Day Activities Evening Activities Programme Camp Plaza Ceremonies Youth Lead Squirrels Beavers Cubs Scouts Explorers	Infrastructure Furniture Structures Waste Signage Contractors Layout Marking Build & Break	Event Control Event Reception Emergencies Security Traffic Vehicles Medical Site Services Fire Safety	Safety Management Weather Safety Processes Risk Assessments Safeguarding POR	Budget Management Insurance Payments in & out Cashflow Grants Onsite Retail Shop

Responsibilities

Lead

As the **Operations** lead, you'll need to:

- 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

Team

The **Operations** team will be responsible for:

- Working in partnership with Site and the venue to deliver the event.
- Providing/managing suitable site comms methods/connectivity for event team communication to be effective.
- Supporting with volunteer management & commercial support including specialist services.
- Event Control
(Processes, Emergency processes, Coordination, Logging/ticketing, 24/7 operation during event live).
- Event Reception
(Query responses, issue ingest, booking mobility assistance)
- Security/stewards
(Access management, vehicle movement).
- Traffic management.
- Site logistics.
- Vehicle provision & operation.
- Medical provision.
- Fire safety.
- Site services
(Litter picking, Cleaning & Food Bank).
- Facilitating data capture during and post event (for the event review & reporting).

Time Commitment	Time commitment for this role can be broken down into the following event/project phases: | Phase:	Period:	Activity:
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Planning	March 2025 to May 2026	1-4 hrs per week Fortnightly meetings (~20) Monthly meetings (~14) Weekend meetings (~4)
Event Build & Setup	Wed 29th April to Thu 30th April 2026	Onsite support 8-12 hrs per day (desirable/flexible)
Event Live	Fri 1st May 2026 to Sun 3rd May 2026	Onsite 24/7 (essential)
Event Derig	Mon 4th May 2026 to Tue 5th 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)	 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.
Role Requirements	By accepting this volunteer role: 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.
Person Specification	To be successful in this role you will need to demonstrate the following competencies: ▪ 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.