









## Volunteer Role Specification

Role Title	People Lead	Reports To	Event Lead
Works With	<div style="text-align: center;">  <p><b>Event Lead</b></p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>Internal Comms</li> <li>External Media</li> <li>Event Comms</li> <li>Event Manual</li> <li>Branding</li> <li>Resources for Groups</li> <li>GDPR</li> <li>Comms Planning</li> </ul> </div> <div style="text-align: center;">  <p><b>People</b></p> <ul style="list-style-type: none"> <li>Bookings</li> <li>Group Contacts</li> <li>Medical Info</li> <li>Merchandise</li> <li>Recruitment</li> <li>Event Volunteers</li> <li>DBS Checking</li> <li>Volunteer Catering</li> <li>Multipurpose Team</li> <li>Induction Process</li> <li>Volunteer Experience</li> </ul> </div> <div style="text-align: center;">  <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Day Activities</li> <li>Evening Activities</li> <li>Programme</li> <li>Camp Plaza</li> <li>Ceremonies</li> <li>Youth Lead</li> <li>Squirrels</li> <li>Beavers</li> <li>Cubs</li> <li>Scouts</li> <li>Explorers</li> </ul> </div> <div style="text-align: center;">  <p><b>Site</b></p> <ul style="list-style-type: none"> <li>Infrastructure</li> <li>Furniture</li> <li>Structures</li> <li>Waste</li> <li>Signage</li> <li>Contractors</li> <li>Layout</li> <li>Marking</li> <li>Build &amp; Break</li> </ul> </div> <div style="text-align: center;">  <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Event Control</li> <li>Event Reception</li> <li>Emergencies</li> <li>Security</li> <li>Traffic</li> <li>Vehicles</li> <li>Medical</li> <li>Site Services</li> <li>Fire Safety</li> </ul> </div> <div style="text-align: center;">  <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Safety Management</li> <li>Weather</li> <li>Safety Processes</li> <li>Risk Assessments</li> <li>Safeguarding</li> <li>POR</li> </ul> </div> <div style="text-align: center;">  <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Budget Management</li> <li>Insurance</li> <li>Payments in &amp; out</li> <li>Cashflow</li> <li>Grants</li> <li>Onsite Retail Shop</li> </ul> </div> </div>		
Responsibilities	<p>As the <b>People</b> lead, you'll need to:</p> <ul style="list-style-type: none"> <li>▪ Deliver the event according to event aims.</li> <li>▪ Develop team roles &amp; structure.</li> <li>▪ Proactively raise and share ideas and concerns to help improve the event, irrespective of areas of ownership.</li> <li>▪ Develop a timeline for respective responsibility area, with key milestones.</li> <li>▪ Ensure the event remains as accessible and inclusive as possible, with a broad and balanced experience.</li> <li>▪ Provide timely updates to Event Lead, EMT and Monday.com respectively.</li> <li>▪ Welfare of the team; support to have a positive volunteering experience.</li> <li>▪ Ensure the event is appropriately risk-assessed.</li> <li>▪ Ensure budgets are responsibly managed, with value for money balanced against spending on a quality experience.</li> <li>▪ Follow agreed processes (e.g. purchase orders).</li> <li>▪ Work within GDPR</li> </ul>		
	<p>The <b>People</b> team will be responsible for:</p> <ul style="list-style-type: none"> <li>▪ Bookings of: participant, leaders, contractors, SASU/Teams, KSA/DofE, guests, carers and event staff (volunteers).</li> <li>▪ Creating and managing a booking process.</li> <li>▪ Managing the relevant booking contacts and their requests.</li> <li>▪ Reporting bookings to finance for invoicing.</li> <li>▪ Event volunteers – team allocations, welfare monitoring.</li> <li>▪ Gather, collate and communicate relevant information to other event teams: <ul style="list-style-type: none"> <li>○ Medical information</li> <li>○ Additional needs</li> <li>○ Special requirements</li> </ul> </li> <li>▪ Registering 'sales' of event addons such as Marquees, Portaloo's, Merchandise, Tables/benches, Mobility scooters &amp; other equipment.</li> <li>▪ Ensuring all Scout volunteers have the correct training and DBS in place.</li> <li>▪ Catering provision for the volunteer team during the build, live and derig.</li> <li>▪ Coordinate the 'Multipurpose' team.</li> <li>▪ Own the 'Event team induction' content and process (Creating it, ensuring compliance).</li> <li>▪ Ensuring that Event Staff have the information they need (Staff Manual/ Contractor pack).</li> </ul>		

# GET IN

<p style="text-align: center;"><b>Time Commitment</b></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 &amp; Setup</td> <td>Wed 29<sup>th</sup> April to Thu 30<sup>th</sup> April 2026</td> <td>Onsite support 8-12 hrs per day (desirable/flexible)</td> </tr> <tr> <td>Event Live</td> <td>Fri 1<sup>st</sup> May 2026 to Sun 3<sup>rd</sup> May 2026</td> <td>Onsite 24/7 (essential)</td> </tr> <tr> <td>Event Derig</td> <td>Mon 4<sup>th</sup> May 2026 to Tue 5<sup>th</sup> 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 <sup>th</sup> April to Thu 30 <sup>th</sup> April 2026	Onsite support 8-12 hrs per day (desirable/flexible)	Event Live	Fri 1 <sup>st</sup> May 2026 to Sun 3 <sup>rd</sup> May 2026	Onsite 24/7 (essential)	Event Derig	Mon 4 <sup>th</sup> May 2026 to Tue 5 <sup>th</sup> 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;"><b>Role Requirements</b></p>	<p>By accepting this volunteer role:</p> <ol style="list-style-type: none"> <li>You are becoming a member of the Warwickshire Scouts Event Team.</li> <li>You will be required to hold a current DBS disclosure, obtained through The Scouts.</li> <li>You must hold a valid First Aid qualification.</li> <li>You must complete the necessary training for this role.</li> <li>You will agree to work within Policy, Organisation &amp; Rules (POR).</li> <li>Agree to promote the beliefs, behaviours &amp; practices that uphold the values of Scouting.</li> </ol>																		
<p style="text-align: center;"><b>Person Specification</b></p>	<p>To be successful in this role you will need to demonstrate the following competencies:</p> <ul style="list-style-type: none"> <li>▪ Project management experience would be ideal.</li> <li>▪ Ability to work as part of a team, enthusiastic for any challenge.</li> <li>▪ A can do attitude, prepared to go the extra mile for participants.</li> <li>▪ Able to think creatively, adapt, reassess and solve problems leading up to and during the event.</li> <li>▪ Attention to detail.</li> <li>▪ A positive ‘can do’ attitude.</li> <li>▪ Established leadership and influencing skills.</li> <li>▪ Holding a valid drivers license would be preferable for this role.</li> <li>▪ Previous experience of large event delivery/support.</li> </ul>																		