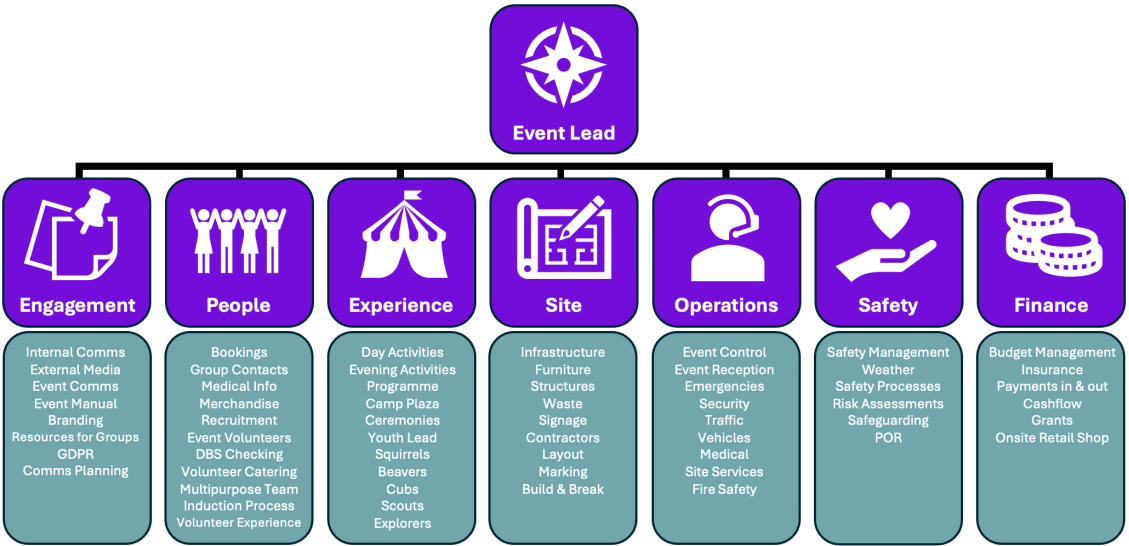


Volunteer Role Specification

Role Title	Safety & Risk Lead		Reports To	Event Lead		
Works With	<div style="text-align: center;">  <pre> graph TD EL[Event Lead] --- E[Engagement] EL --- P[People] EL --- Ex[Experience] EL --- S[Site] EL --- Op[Operations] EL --- Sa[Safety] EL --- Fi[Finance] </pre> </div>					
Responsibilities	Lead	<p>As the Safety & Risk 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 				
	Team	<p>The Safety & Risk team will be responsible for:</p> <ul style="list-style-type: none"> ▪ Being the point of safety quality control for the event (Liaising with other leads and teams, to support in the planning/delivery of a safe event, challenging where necessary, in alignment with Scout safety policy). ▪ Leading the onsite safety management. ▪ Developing and managing an appropriate safety plan, including the planning of: Contractor management, Site build/derig safety [CDM], Weather management [especially heat/wind/rain], Security including lost/missing people, Site access, First aid, Fire safety, Staff training for relevant processes/plans, Incident response, Emergency plans. ▪ Devising, managing and owning the process for writing/ collecting/ storing risk assessments. ▪ Supporting activity-specific safety measures (& permissions). ▪ Fitting within relevant government, insurance, industry and Scouting requirements/best practice. ▪ Owning the process for reporting <u>On event</u> – concerns, incidents & near misses. <u>Post event</u> – incidents, near misses, review. ▪ Owning the process for actioning relevant on-event reports with a view to conducting rapid learning reviews. 				

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 730"> <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. 																		