

Derbyshire Scouts and Girlguiding Derbyshire – Joint Residential

ROLE DESCRIPTION FOR EVENT ORGANISERS

(1 x Derbyshire Scouts Adult Volunteer and 1 x Girlguiding Derbyshire Adult Volunteer)

Overview of the role:

To work in collaboration to deliver a joint residential event for Derbyshire Scouts and Girlguiding Derbyshire for Summer 2027. Provide exceptional leadership to deliver an event, from conception to completion which must be run in accordance with the rules and policies of both organisations. The event should provide a quality residential event, be co-produced with young people and be accessible to all.

Key Tasks:

- Develop a vision for an event that is innovative, helps young people develop skills for life and shows them whoever they are, wherever they're from, they can do anything
- Define and recruit a suitable team to safely deliver the event
- Provide regular reports to the trustees of both organisations, including risks and control measures and progress against project plans and budgets
- Ensure that all of the standards and rules set by the national Scouts and Girlguiding associations are adhered to
- Liaise with the two County Commissioners (or their nominated deputies) when recruiting the team and on challenges and progress
- Report to respective Trust Boards at regular intervals on progress
- Work with a suitably qualified and experienced finance professional team who will ensure that a financial plan is prepared, a budget agreed and there is effective financial governance in place
- Act as ambassadors for the camp, promoting its contribution to the development of young people, within both associations and to external stakeholders
- Ensure that there are processes in place to ensure that all adults who attend the event understand their responsibilities, particularly in relation to safety and safeguarding and there is suitable support available during the event to manage any incidents that may arise
- Consider the legacy of the event and how it will bring value to both organisations

- Ensure that the environmental impact of the event is measured and minimised.
- At completion complete an evaluation with recommendations for the future

Skills and Knowledge

- Excellent written and oral communication skills
- Provide advice and guidance effectively to others
- Provide inspirational leadership
- Motivate adults volunteers
- Build, maintain and facilitate effective working relationships with a wide range of people
- Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Ability to negotiate compromises
- Plan, manage and monitor own tasks and time
- Use relevant computer software
- Experience of large scale events

Personal qualities

- An understanding of the needs of adult volunteers
- An ability to connect with the youth membership
- Flexible approach
- Self-motivated
- Able to lead a team and promote good teamwork
- Resourceful, energetic and enthusiastic about the role

April 2025