



Admin & Welfare Team Lead

Volunteer
Vacancy Pack



100+ Years of Outdoor Adventure

Role Description

Purpose of the role

To coordinate participant registration, welfare support, volunteer experience and general event services, ensuring all attendees are safe, supported and well-informed.

Responsible to

Event Lead

Responsible for

Event Services Team

Appointment Requirements

- Complete the appointment process (including acceptable personal enquiries and acceptance of the Scout Association's policies), including a disclosure check.
- Completion of applicable Getting Started training modules, which cover Essential Information, Safety, Safeguarding and GDPR, (within five months of starting the role, if new to Scouts).
- Renew safeguarding and safety training, when it is due.

Event Dates

Beavers Big Birthday Bash: 24-25 April 2026

Squirrels Big Birthday Bash: 26 April 2026

Cubs Big Birthday Bash: 8-10 May 2026

Scouts Big Birthday Bash: 15-17 May 2026

Reunion Celebrations: 21-23 August 2026

Explorers Big Birthday Bash: 18-20 September 2026

Main tasks

Registration & Administration

- Manage group check-in, wristbands and info packs.
- Maintain accurate records of participation and emergency contacts.
- Handle lost property and general admin issues.

Welfare & Safeguarding Support

- Support young people with welfare concerns, accessibility needs or minor issues.
- Lead lost-child procedure and liaise with the designated safeguarding lead.
- Escalate any serious concerns to the Event Lead.

Volunteer Support

- Oversee volunteer sign-in and accommodation arrangements.
- Manage volunteer breaks and hydration points.
- Work with Catering Lead on staff meals.
- Provide welfare support to volunteers throughout the event.

Personal specification

- Excellent ability to communicate effectively, both orally and in writing, including presenting in a clear, articulate, and motivating way.
- Ability to provide advice and guidance clearly and effectively.
- Strong interpersonal skills, with the ability to build and maintain effective working relationships.
- Able to motivate, enthuse, and support others.
- Highly organised and attentive to detail.
- Confident managing sensitive situations.

How to apply

Key dates

- The closing date for applications is 20 March 2026 at 11:59pm

Process

Applications are invited from individuals. Please make sure you read the person specification section and then fill out the application below

Apply Now

If you would like an informal chat about the role, please email Jack Donaghy at jack.donaghy@clydescouts.org.uk.