



Communications Team Lead

Volunteer
Vacancy Pack



100+ Years of Outdoor Adventure

Role Description

Purpose of the role

To manage all event communications before, during and after the AOC100 events, ensuring clear information flow and high-quality media output.

Responsible to

Event Lead

Responsible for

Communications 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

Pre-Event Communications

- Develop pre-event communications (joining instructions, updates, promotional content for social media and email).
- Ensure information is consistent, accurate and easy for leaders to understand.
- Work closely with the Admin & Welfare Lead to align info pack information with external communications.

During Event Communications

- Coordinate photographers, videographers and drone operations.
- Update Digital Signage across site.
- Manage photo permission compliance and safe photography practice.
- Provide live social media updates showcasing the event experience.
- Work with Programme Lead to capture key activities, ceremonies and highlights.

Branding & Messaging

- Ensure consistent branding for AOC100 signage, documentation and social output.
- Support Infrastructure and Logistics with signage design (not deployment).
- Ensure all communications follow Clyde Scouts and Auchengillan brand guidelines.

Post-Event Communications

- Produce highlight reels, photo albums, thank-you posts and media summaries.
- Archive images and content safely for future use.

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.
- Organised and reliable, able to deliver as promised and meet deadlines.
- Proactive, able to take initiative and work independently.
- Approachable and supportive at all times.
- Sensitive to safeguarding and image use.

How to apply

Key dates

- The closing date for applications is 30 January 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.