

# Durham Scout Events Team



Could you take the lead on our major events?

**We're looking for someone who is good at planning and working under pressure to take the lead role in putting together some of our major events. You'll be good at coming up with ideas, working through the detail and working with teams of volunteers to put together a high quality, memorable event.**

**Title:** Event Manager, Durham Scouts

**Responsible to:** Assistant County Commissioner (Events)

**Remuneration:** This is a voluntary role however all reasonable travel expenses will be paid

## Role summary and purpose

As an Event Manager for Durham Scouts, you'll be responsible for planning and delivering one or more (to be discussed with the successful candidate) of our major events. You'll take an idea and turn it into reality, delivering a high quality and memorable adventure for our members. It's not always glamorous but it's definitely rewarding as you work with staff members, volunteers and suppliers to bring it all together.

## About the Events Team

The Durham Scout Events Team organises eight major events each year attended by over 4000 people - from the Beaver Picnic to Confido, we are experts at putting together large-scale, high impact and great quality events. The Events Team is made up of people with a wide range of skills and experience who all love putting on great events, working with other volunteers in a team and having fun.

## Key tasks of the Event Manager

- Agreeing the idea for the event, typically with the relevant Assistant County Commissioner.
- Developing plans and budgets.
- Advertising, marketing and opening bookings.
- Creating the programme – who, what, where and when.
- Ordering any merchandise.
- Finding suppliers for activities, catering, etc.
- Building a volunteer team around you to make it go smoothly.
- Creating the Event Plan and risk assessments.
- Briefing leaders and volunteers on what to expect.
- Building, running and derigging the event – adapting to anything that crops up.
- Learning lessons and closing down the event for another year.
- Ensuring we comply with Policy, Organisation and Rules (POR) plus relevant legislation.

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## **Support we'll give you**

We'll give you all the support you need to be successful. You'll be able to harness the materials and lessons from previous events (such as budgets, event plans and suppliers) and will be supported by our staff team at the Moor House Adventure Centre and our County Administrator.

## **Appointment requirements**

The role will be appointed by the Assistant County Commissioner (Events), in consultation with the County Commissioner. The appointee must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). The appointment would be reviewed each year.

## **How to apply**

To apply, please email Ian Hammond at [events@durhamscouts.org.uk](mailto:events@durhamscouts.org.uk). The deadline for applications is the 22<sup>nd</sup> April 2016. If you would like to know more or for a confidential discussion about the role, please contact Ian on 07762529560 or [events@durhamscouts.org.uk](mailto:events@durhamscouts.org.uk).