



Junior Poacher Admin Team Leader

Role Description:	Junior Poacher Admin Team Leader
Reports to:	Junior Poacher Manager
Responsible for:	Providing our Junior Poacher experience for younger members within Lincolnshire

Outline of the role:

Facilitating the admin of our Junior Poacher event.

Requirements:

- To facilitate Junior Poacher in conjunction with the Junior Poacher Manager
- To facilitate admin of Junior Poacher in conjunction with the Admin Manager and the Programme Administration Manager.
- To ensure all participants and leaders are booked on correctly.
- To ensure all participants and leaders receive appropriate information.
- To ensure all participants and leaders receive appropriate Junior Poacher items.
- To ensure all participants are logged in and out of the event correctly.
- To ensure Risk assessments are fully compiled.
- To ensure welfare of all Junior Poacher attendees.

Other information:

n/a

Person Specification:

E = Essential D= Desirable

- Experience of the Scout or Guide Association – E
- Knowledge of POR/Guiding Manual – D
- Excellent communication skills with a wide variety of people – E
- Ability to work as a part of a team – E
- Proven track record of strong leadership skills – E
- Able to volunteer in the evenings and at weekends – E
- Able to liaise with outside agencies – E

Application by email to:

Steve Newton
Head of Programme

steve.newton@poacher.org.uk

Deadline for applications: Monday 10th December 2018