



GREATER LONDON SOUTH EAST SCOUTS

Everyday Adventure for Boys, Girls and Adult Volunteers in Bexley and Bromley

Achieved the London
Volunteer Management Charter

GREATER LONDON
VOLUNTEERING

Experts in Volunteering

www.expertsinvolunteering.org.uk

ROLE DESCRIPTION

EVENT MANAGER - YOUTH MEMBERS RECOGNITION EVENT 2016

WHAT IS THE PURPOSE OF THE ROLE?

To organise and manage the delivery of the County Youth Members Recognition Event in April 2016 to recognise all Explorers and Networkers who have achieved a top award between the 1st of April 2015 and the 31st of March 2016.

WHAT DO I HAVE TO DO?

Liaise with relevant members of the County Team to arrange the programme for the event.

Liaise with the County Administrator to identify and book a suitable venue.

Liaise with other Leaders to identify & recruit volunteers to arrange and manage catering, activities and entertainment for the event.

Liaise with other Leaders to identify and recruit a Compare Duo to host the event - if appropriate to the style of the event.

Liaise with the County Administrator to identify recipients of awards, guests of honour and members of the County & Regional Team who are to be sent invites.

Manage and supervise the event delivery team during the event.

Attend a debrief, after the event, with the Programme Working Group.

ANYTHING ELSE?

Liaise with the County Financial Co-ordinator and the ACC Development to create a financial plan for the event.

With the support of an adviser - Produce an account of the expenditure for the event.

**If you are interested in finding out more about this role please contact
The County Administrator at
office@glsescouts.org.uk**



Greater London South East County Scout Council

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County Commissioner Nick Crowe President Graham Cole Founder Robert Baden-Powell OM Chief Scout Lt Cdr (Hon) Bear Grylls RN

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