



## ROLE DESCRIPTION

### ROLE TITLE: ASSISTANT EVENT DIRECTOR – SUPPORT SERVICES

**Outline:** Strategy and Evolution are organised by Park District Scouts, a district whose sole aim is to manage and further the two events. We are looking for an enthusiastic individual to join the event directorate to lead and shape our event support services.

**Responsible to:** Deputy Event Director

**Responsible for:** Admin Lead, IT Lead, Shop Lead, Media Lead, Helper Lead

**Main Contacts:** Directorate, Helpers, Admin Team, IT Team, Shop Team, Media Team.

**Appointment Requirements:** Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). During the five months of Provisional Appointment the relevant Getting Started modules must be completed. Ongoing safeguarding and safety training must be completed.

#### General responsibilities:

- Accountable for the safe and effective delivery of the following areas, including leading and managing the teams:
  - IT
  - Admin
  - Shop
  - Media
  - Helpers
- Manage key supplier relationships relevant to the areas managed by the assistant event director.
- Ensure all volunteers within the post holders direct management, have annual development reviews with clear targets being set and progress towards these being recorded.
- Ensure risk assessments are written, submitted and followed for all areas within the post holder's control.





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- Recruit and grow the team in line with the agreed organisational structure.
- Be a part of the event's directorate, including appropriate incident management and on-call responsibilities.
- Ensure good financial management in line with pre agreed budgets.
- Fully participate in the event review process, and co-ordinate action tracking across the whole event
- Any other duties as agreed by the event leadership team

## **Time Commitment:**

- Planning and organising time prior to the events (year-round commitment)
- Planning meetings (including a small number in normal office hours)
- Both Weekends and time during in build, take down day on the Monday following Evolution

