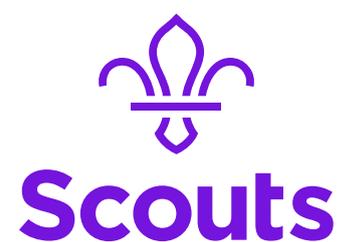




Red Rose 2022

Head of Admin and HR Information Pack

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#SkillsForLife



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Red Rose

What is it?

West Lancs Scouts has a proud history and rich programme of international Scouting. Red Rose is our 4-yearly international camp hosted by West Lancs Scouts in the North West of England, most recently in the Lake District.

More than 1000 Scouts from all over the UK, and overseas, have joined the camp as participants and staff in recent years for a week of unity, friendship and adventure.

The camp is great fun, make no mistake, but also incredibly hard work for the team that plan and deliver it.

Red Rose helps the Scout County to fulfil one of its core strategic objectives for delivering a domestic international Scouting opportunity for its members every 4 years. We hope Red Rose will fulfil this objective in some way for all our members from Beaver Scouts to Scout Network.

In 2022 Red Rose will once again take place in the Lake District at Westmorland Showground and we are now looking for a Head of Admin and HR to be part of the core team who will make this incredible camp happen.

What is expected of the Head of Admin and HR?

The Head of Admin and HR is appointed by the Camp Chair to work as part of the Core Team in the delivery of the Red Rose camp. They work alongside the rest of the Core Team to implement the vision for the camp.

The Head of Admin and HR will be responsible for all aspects of administration and human resources and building a team who can support them in the delivery of this.

The Head of Admin and HR is expected to attend and take an active role in Core Team meetings which are likely to be once every 2 months at a weekend from July 2020 until December 2022, reporting regularly to the Camp Chair and the Core Team.

There will be work between Core Team Meetings including phone calls, phone conferences, research and planning. The workload will be less initially and will build as the event approaches in the Summer of 2022.

It is expected that the Head of Admin and HR will be present at the event itself and will most likely be required on site for some time in the few days leading up to and immediately following the event which itself will last one week.

The Head of Admin and HR will motivate and lead the administration and human resources team, setting the standards expected of others through their own actions and attitude.

Role Description

Title:	Head of Admin and HR
Responsible to:	Camp Chair
Accountable to:	Camp Chair and the Core Team
Responsible for:	Administration and human resources Team
Role Purpose:	To be responsible for all aspects of administration and human resources

Main Tasks:

1. To manage all participant, leader and staff bookings and admin
2. To manage staff welfare, discipline, rights and responsibilities
3. To manage the information centre and creche
4. To build a team to facilitate all administration and human resources roles
5. To work alongside the Core Team in ensuring the planning of the camp is in-line with the agreed vision

Main Duties:

- Participant / leader / staff bookings & admin
- Registration & Check in systems
- Reconciliation of incoming payments (Shared with Finance)
- Information Centre including handling incoming calls on the event, postal service and lost property
- Admin support to core team
- Manage Red Rose email addresses
- Central IT Database
- International Visa Matters (with support of ACC International)
- Identification of Special Needs requirements
- Management of staff
- Staff record keeping
- Staff Communications (pre-event and during the event)
- Mega-Meet
- Staff Induction Processes (safeguarding) including staff qualification checks
- Management of Staff Training required
- Oversee staff welfare, discipline, rights and responsibilities
- Creation of Staff Handbook
- Provision and Management of the Creche
- Any other duties which are within the scope, spirit and purpose of the role and as directed by your line manager.

Person Specification

Skills and Experience Required

Skills required for the role are either essential (E) or desirable (D) as shown below.

Experience of managing volunteers	E
Ability to work with a diverse team of people	E
Ability to work well as part of a team	E
Ability to motivate and lead volunteers	E
Excellent written and communication skills	E
Be computer literate	E
Ability to contribute effectively in meetings	E
Experience of planning large scale events	D
Experience of managing budgets	D
Ability to speak publicly to small groups	D
Ability to work with data and financial information	E
Ability to manage conflict	E
Knowledge of Scout Policy and Procedures	D

Qualities Required

Have time alongside any other commitments	E
Be able to travel within the North West	E
Be approachable by your team	E
Agree with The Scout Association values	E

Further Information

Support

The Head of Admin and HR receives support from the Camp Chair and the Core Team

Expenses

Expenses incurred whilst undertaking the role are reimbursed in line with the County Expenses Policy. This is designed to ensure you are not out of pocket and that a person's financial situation is not a barrier to being appointed.

Induction

A full induction will be provided for you before you commence your role.

Training

As with all appointments in Scouting you will be required to undertake the relevant training for this role which will support you. The training will include both modular "Scout Training" and may also include any other training you and your Training Adviser feel is required for the role.

Term of Appointment

The person will be appointed until the end of December 2022.

Appointment Process

Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

Applications

Applications are open until Friday 15th May with interviews taking place from Monday 25th May.

You can access the Application Form online via www.westlancsscouts.org.uk/overseas/redrose2022

If you cannot access the application form or require an alternative version, then please contact us on the details below.

Contact

For further details or an informal chat about the role, please contact Jenny Macdonald, Red Rose 2022 Camp Chair on 07970326465 or jenny.macdonald@westlancsscouts.org.uk

Thanks for taking an interest in this exciting and important role for West Lancs Scouts.