*A close up of a sign

Description generated with very high confidenceBibbys Farm Scout Camp & Activity Centre*

Team Leader

Role Description

The information given in this role description is intended to provide both post holder and managers with an understanding and appreciation of the workload of this particular job and of its role within the wider Scouting community.

The job description outlines main duties and responsibilities under broad headings only as it is not possible to specify every item in detail.

**Post Title**: Team Leader

**Starting Salary**: Commensurate with experience

**Working Hours**: 40 per week averaged over a calendar month, significant weekend work.

**Duration:** A permanent, full-time position following a 6-month probationary period.

**Post Holder**

**Prime Objectives of the Post:**

1) Act as a central team leader to co-ordinate weekend volunteer teams & work projects.

2) Develop and grow our volunteer teams, recruiting new people from all areas.

3) Work as part of a flexible rota to provide cover for visitors to Bibbys Farm

4) Undertake maintenance projects on-site, working with others as appropriate.

5) Deputise for Centre Manager to cover holidays etc.

**Line Management**

The post is responsible to the Centre Manager of Bibbys Farm on a day to day basis to ensure the post operates within the guidelines agreed.

**Range of Duties**

* To act as “Team Leader” for our volunteer teams, particularly over a weekend, arranging cooking & cleaning rotas and ensuring “Rules of the house” are complied with by everyone playing a part in the overall tasks required.
* To provide overnight emergency standby cover for volunteers & campers in case of emergency or incident
* To plan, prepare for and implement work projects for volunteers to undertake at a weekend by making sure sufficient materials and tools are available to undertake the projects identified.
* Manage a rota of volunteers to cover all busy times on site & allocate duties accordingly
* Support volunteers by maintaining a stock of food and arranging a rota of people to provide basic meals over each weekend.
* Grow our volunteer numbers by actively recruiting additional Crew & Service Teams, particularly from our visitors who may wish to get more involved.
* Deputise for Centre Manager to cover holidays & days off.
* Work as part of a wider team to ensure coverage for midweek evening visitors.

**Working Pattern**

A working week of 40 hours per week averaged over a monthly period working as a part of a flexible rota with other staff that will include significant evening and weekend work.

Working hours may vary according to the season of the year and a flexible attitude to working will be required.

It is anticipated the post holder will be resident on-site from a Friday evening until a Sunday afternoon most weekends and that an allowance of working hours would be made for overnight emergency cover.

The post holder may be expected to use their own vehicle for travel locally for which out of pocket expenses will be repaid as per the site’s expenses policy.

**Levels of Authority**

The post holder has limited freedom to make decisions and will operate to clearly defined budgets for areas under their direct control. Any decisions above this level should be referred to the Line Manager for onward consideration and approval by the appropriate bodies.

**Contacts**

Centre Manager

Administrative Officer

The Directors of Bibbys Farm Ltd

Bibbys Farm Management Team

Bolton Scout Trust

Bibbys Farm Safety Committee

Paid and voluntary staff

Customers and Visitors

**Person Specification**

Ability to work under own supervision and motivate others Essential

Experience of developing & working with volunteer teams Essential

Knowledge and experience of using the Internet and e-mail Essential

Detailed knowledge of Scouting and/or Guiding Essential

Willingness to undertake a DBS Check Essential

Own or have access to a car and have a current valid driving license Essential

Ability to communicate with individuals, small and large groups of people Essential

Ability to work as a part of a team Essential

Current Scout or Guide Experience Desirable

Knowledge and experience of Microsoft Office suite of programmes Desirable

Detailed knowledge and experience of the Scout “Nights Away” scheme Desirable

Experience in above key “Range of Duties” Desirable

Clean driving license Desirable

Adventurous activity qualifications and/or experience Desirable

**Application**

To apply for this role, please submit a letter explaining your suitability and explaining what you could bring to this role along with the completed application form

**Applications to be sent to:**

Pete Sturgess, Centre Manager

Bibbys Farm Scout Camp Site & Activity Centre

Back Lane

Heath Charnock

Chorley

Lancashire

PR6 9DL

Closing date: Thursday 28th February 2019

e-mail applications sent to [centre.manager@bibbysfarm.org.uk](mailto:centre.manager@bibbysfarm.org.uk) also welcomed but please ask for confirmation of receipt.

We anticipate that interviews will be held at Bibbys Farm on Thursday the 7th March during the day.