

Area Support Team Leader

Volunteer Role Description & Advert



Could you help keep Scouts running smoothly in Gwent?

Scouts is all about preparing young people with #SkillsForLife. We inspire, we challenge, and we support. We need brilliant volunteers like you to make it happen.

As **Area Support Team Leader**, you'll play a vital role in ensuring the smooth and effective running of Scouting across Gwent. From managing key relationships to keeping our operations running efficiently, you'll be at the heart of making sure Scouts continues to grow and thrive in our communities.

What you'll be doing:

- **Engaging with the Community** – Build and maintain relationships with local organisations to help Scouts grow and become even more inclusive and accessible.
- **Creating a Positive Image** – Help showcase what Scouts is all about through local media, events, and community engagement, ensuring we're seen as open and welcoming to all.
- **Helping with Fundraising** – Plan and organise fundraising events to support local Scouting and provide young people with even more opportunities.



- **Supporting Administration & Operations** – Oversee finance tasks like paying expenses and tracking budgets, help manage emails, websites, and social media, and ensure essential admin tasks are taken care of.
- **Looking After Properties & Equipment** – Ensure any Area-owned property or equipment is well maintained and available for use.
- **Ensuring Good Governance** – Support Trustee Boards by helping with meeting preparation, minute-taking, and organising AGMs.

What we're looking for:

We're not expecting you to be an expert in everything – we're looking for someone who is **organised, proactive, and great at working with others**. If you like making things happen behind the scenes, problem-solving, and helping teams work effectively, this role could be perfect for you!

No prior Scouting experience? No problem! We'll support you with training, mentoring, and a friendly team to help you along the way.

What you'll get from volunteering with us:

- The chance to **make a real impact** by keeping Scouting running smoothly.
- Opportunities to **learn new skills** in administration, finance, and community engagement.
- Being part of a supportive, friendly, and passionate team of volunteers.
- The fun, friendship, and adventure that comes with being part of the Scouts!

Time Commitment:

Flexible – we know life is busy! This role can be shaped around your availability, with opportunities to contribute both in-person and remotely.

Interested? Let's chat!

We'd love to hear from you. Please contact the Area Lead Volunteer, Elizabeth O'Malley - Elizabeth.OMalley@gwentscouts.org.uk.

#SkillsForLife | #Volunteering | #ScoutsAdventure

