



# 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](http://www.expertsinvolunteering.org.uk)

## ROLE DESCRIPTION

### EVENT MANAGER -ADULT RECOGNITION EVENT 2016

#### WHAT IS THE PURPOSE OF THE ROLE?

To organise and manage the delivery of the County Adult Recognition Event on the 22<sup>nd</sup> of April 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 and entertainment for the event.

Liaise with other Leaders to identify and recruit a Compare Duo to host 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 team during the event.

Attend a debrief, after the event, with the Adult Support 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@glsecouts.org.uk](mailto:office@glsecouts.org.uk)**



#### Greater London South East County Scout Council

GLSE Scouts, Unit 34, TIC, 2 Veridion Way, Erith, DA18 4AL Tel 08444 142 769 Email [office@glsecouts.org.uk](mailto:office@glsecouts.org.uk) [www.glsecouts.org.uk](http://www.glsecouts.org.uk)

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

Registered Charity No. 1015476