

Cityscapes Brighton

Activity base deputy lead volunteer



Reports to:

Activity base lead volunteer

Time commitment:

Planning in advance, plus attendance for both events (13 and 14 March 2027)

Role purpose:

To support the activity base lead in planning, coordinating and running an activity base at a Cityscapes (Brighton), ensuring that young members and leaders from all sections and trefoil guild members have a safe, enjoyable and engaging experience.

Key responsibilities:

- Support the activity base lead with planning and preparing the activity base ahead of the event.
- Assist with organising equipment, resources and activity instructions.
- Help set up and pack away the activity base safely and efficiently.
- Welcome groups as they arrive and help explain the activity clearly and enthusiastically.
- Support the delivery of an activity that is suitable and adaptable for all Girlguiding sections and a range of ages and abilities.
- Encourage participation and help ensure all girls feel included, supported and engaged.
- Work alongside the activity base lead and other volunteers to manage groups, timings and transitions.
- Step in to lead the activity base when the activity base lead is unavailable or needs support.
- Help monitor the activity area and ensure equipment is used safely and appropriately.
- Support the implementation of Girlguiding policies, safety procedures and the event risk assessment.
- Help identify and respond appropriately to additional needs or accessibility requirements.
- Report any accidents, incidents or concerns to the activity base lead.

- Contribute to a positive, friendly and inclusive atmosphere throughout the event.
- Support the activity lead in preparing a short-written report post-event.

Skills and qualities:

We are looking for someone who is:

- Enthusiastic and confident working with members and activity providers.
- Friendly, approachable and encouraging.
- Organised and able to manage time effectively.
- Comfortable adapting activities for different ages and abilities.
- A good communicator and team player.
- Reliable, flexible and willing to get involved wherever needed.
- Able to take responsibility and step up when required.
- Committed to creating a safe, inclusive and fun Girlguiding experience.

What you will gain:

- The opportunity to support members across all Girlguiding sections.
- Experience in helping to plan and deliver activities at a large event.
- The opportunity to develop leadership and teamwork skills.
- The chance to work alongside other Girlguiding volunteers and share ideas.
- The satisfaction of helping create a memorable day for members.

Essential:

A commitment to Girlguiding's policies, safeguarding requirements and the event's agreed safety procedures

Desirable:

Previous experience delivering activities or working with more than one Girlguiding section. Experience in a leadership or supporting role would be beneficial, but full guidance can be provided.