

Cityscapes Brighton

Back room lead volunteer



Reports to:

Event lead

Time commitment:

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

Role purpose:

To lead the behind-the-scenes coordination of the event's GooseChase activities, ensuring challenges, communications, scores and participant progress are managed effectively throughout the day. The back room lead will provide the central point of coordination for the digital element of the event and support activity leads and volunteers to ensure the day runs smoothly.

Key responsibilities:

- Take overall responsibility for the event's GooseChase setup and administration.
- Work with event lead to develop and upload challenges, missions and tasks appropriate for all Girlguiding sections.
- Test the GooseChase game, challenges and scoring system before the event to identify and resolve any issues.
- Ensure teams/groups are correctly set up on the app and have the appropriate information.
- Monitor activity and submissions throughout the event using the GooseChase app.
- Review and approve submissions where required and manage points, scores and bonus challenges.
- Monitor the live leaderboard and ensure that scoring is fair and consistent.
- Respond to questions or problems raised by activity leads and volunteers relating to GooseChase.
- Send updates, announcements, hints or additional information through the app when required.
- Coordinate any changes to challenges, timings or instructions during the event.
- Keep the event lead informed of progress, issues, technical problems and any significant changes.

- Work with activity base leads to ensure challenges are clear, achievable and appropriate for the groups taking part.
- Troubleshoot basic technical issues and provide support to volunteers using the app.
- Have a contingency plan in place in case of poor internet connection, device problems or issues with the GooseChase platform.
- Keep appropriate records of scores, results and any significant issues throughout the day.
- Support the final scoring and announcement of results at the end of the event.
- Assist with reviewing the GooseChase element of the event and make recommendations for future events.
- Provide event lead with a short, written report, post event.

Skills and qualities:

We are looking for someone who is:

- Confident using apps, smartphones, tablets and online platforms.
- Organised and able to keep track of multiple activities and groups at the same time.
- Calm and able to troubleshoot problems quickly.
- Accurate and fair when managing scores and submissions.
- A good communicator who can provide clear instructions and support to other volunteers.
- Able to work independently while keeping the wider event team informed.
- Comfortable working in a busy environment and responding to changing circumstances.
- Creative and enthusiastic about making the digital activity engaging for members.
- Committed to safeguarding, inclusion and creating a positive Girlguiding experience.

What you will gain:

- Experience managing the digital delivery of a large Girlguiding event.
- The opportunity to develop skills in event coordination, digital platforms and problem-solving.
- Experience working with volunteers and participants across all Girlguiding sections.
- The opportunity to be creative in developing challenges and activities.
- The satisfaction of helping create an exciting, interactive and memorable event.

Essential:

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

Desirable:

Experience using GooseChase or similar activity/challenge apps, and confidence with digital event management. Previous Girlguiding event experience would be beneficial.

Support:

The back room lead will work closely with the event lead, deputy lead and activity base leads to ensure the GooseChase element supports the wider event and runs smoothly.