

Cityscapes Brighton

Deputy lead volunteer



Reports to:

Activity day lead volunteer

Time commitment:

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

Role purpose:

To support the activity day lead in planning, coordinating and delivering Cityscapes (Brighton) all sections, helping to ensure the event is well organised, safe, inclusive and enjoyable for all members attending.

Key responsibilities:

- Support the activity day lead with the overall planning and coordination of the event.
- Contribute to and assist in developing an engaging programme of activities suitable for all sections and abilities.
- Help coordinate activity bases, timings, group rotations and transitions throughout the day.
- Support activity leads and volunteers, ensuring they understand their roles and responsibilities.
- Support the implementation of risk assessments, health and safety arrangements and emergency plans.
- Help ensure Girlguiding policies, safeguarding requirements and event procedures are followed.
- Assist with volunteer briefings and provide support and guidance throughout the event.
- Act as a point of contact for volunteers and help resolve any issues that arise during the day.
- Support the Event Lead in monitoring the event and adjusting timings, activities or arrangements where necessary.
- Help ensure the event remains welcoming, inclusive and accessible to all participants.
- Work alongside the health and wellbeing lead and other relevant volunteers to respond appropriately to accidents, illness, welfare concerns or emergencies.
- Step into the event lead role when needed, taking responsibility for event coordination if the lead is unavailable.

- Support liaison with the event venues, external providers, and staff team where appropriate.
- Assist with the set-up and pack-away of the event, ensuring the venues are left clean, safe and secure.
- Help gather feedback from volunteers and participants and contribute to the evaluation of the event.

Skills and qualities:

We are looking for someone who is:

- Enthusiastic about creating great experiences for members.
- Organised and able to support the coordination of people, activities and timings.
- A clear and confident communicator.
- Calm, flexible and able to respond positively to unexpected situations.
- Approachable, supportive and encouraging towards other volunteers.
- A good team player who is comfortable taking responsibility when needed.
- Able to work collaboratively with the Event Lead and wider organising team.
- Committed to safeguarding, inclusion and providing a safe and positive Girlguiding experience.

What you will gain:

- Experience supporting the leadership and coordination of a Girlguiding event.
- Opportunities to develop leadership, organisation and event management skills.
- Experience working with volunteers across all Girlguiding sections.
- The opportunity to contribute ideas to the planning and delivery of an exciting activity programme.
- Experience stepping into a lead role and taking responsibility when required.
- The satisfaction of helping create a memorable and positive experience for members.

Essential:

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

Desirable:

Previous experience supporting or leading Girlguiding events, activities or programmes, and experience working with volunteers from different sections.

Support:

The event deputy lead will work closely with the event lead and the wider event organising team, including the health and wellbeing and activity base leads, to ensure the event runs safely and successfully.