

Cityscapes Brighton

Health and wellbeing lead volunteer



Reports to:

Event lead

Time commitment:

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

Role purpose:

To oversee health, wellbeing and safety arrangements for Cityscapes (Brighton), ensuring appropriate risk assessments, emergency plans and welfare arrangements are in place so that members can participate safely and confidently.

Key responsibilities:

- Lead on health, wellbeing and welfare planning for the event.
- Support the event team to identify potential health and safety risks and ensure appropriate risk assessments are completed and reviewed.
- Develop, review and communicate clear emergency and contingency plans for the event.
- Ensure appropriate arrangements are in place for first aid and responding to critical incidents, accidents and illness.
- Check that emergency contact information and relevant medical information are collected and managed appropriately.
- Consider the health and wellbeing needs of members across all Girlguiding sections.
- Ensure suitable arrangements are in place for medication, allergies, dietary requirements and additional needs, for the volunteer and activity provider team.
- Identify potential wellbeing concerns and ensure volunteers know how and when to escalate concerns.
- Provide guidance to activity leads and other volunteers on health, safety and welfare arrangements.
- Liaise with the event lead and activity leads to ensure risks are understood and managed consistently.
- Ensure emergency procedures are clearly communicated to volunteers before and during the event.

- Monitor changing circumstances during the event and recommend adjustments where necessary.
- Provide central catering where required for core team.
- Ensure accidents, incidents and welfare concerns are appropriately recorded and reported in line with Girlguiding procedures.
- Support the event team in responding calmly and appropriately to emergencies.
- Help ensure the event environment is welcoming, inclusive and supportive for everyone attending.
- Participate in the event briefing and contribute to an end-of-event review, identifying any lessons for future events.
- Provide Event Lead with a short, written report, post event.

Skills and qualities:

We are looking for someone who is:

- Calm, organised and able to remain composed in unexpected situations.
- Confident assessing risks and identifying practical ways to reduce them.
- A good communicator who can give clear guidance to other volunteers.
- Approachable and sensitive when dealing with health or wellbeing concerns.
- Able to work collaboratively with the Event Leader and wider volunteer team.
- Proactive and able to anticipate potential issues before they arise.
- Reliable and comfortable taking responsibility for health and wellbeing arrangements.
- Committed to safeguarding, inclusion and creating a safe and positive environment for all participants.

What you will gain:

- Experience in planning and overseeing health and wellbeing arrangements for a large Girlguiding event.
- The opportunity to develop skills in risk assessment, emergency planning and event management.
- Experience working collaboratively with volunteers across all Girlguiding sections.
- The satisfaction of helping create a safe, supportive and enjoyable event for girls, young women and volunteers.

Essential:

A commitment to Girlguiding's policies, safeguarding requirements and relevant health and safety procedures.

Desirable:

Experience of first aid, health and safety, risk assessment, emergency planning, welfare or event management. Relevant Girlguiding training or qualifications would be beneficial.

Please note: This role supports the event's health and wellbeing arrangements but does not replace professional medical or emergency services where these are required.