



LONGCRAIG SCOUT CENTRE





Leadership Vacancies at Longcraig Scout Centre

- Chair
- Service Team Lead

Responsible to:

The chair will be responsible to the Chair of South East Scotland Regional Centres and the Service Team Lead will be responsible to the Longcraig Chair.

Responsible for:

Working together with the leadership team at Longcraig , these roles are key to the leadership and management of Longcraig Scout Centre. The Chair will have overall responsibility for the Centre and the Service Team Lead will be responsible for all the volunteers.

Main Contacts for both roles:

Longcraig Leadership team, Longcraig volunteer team, Chair of South East Scotland Regional Centres, Chair of Bonaly Scout Centre, Regional Lead Volunteer, Regional Trustee Board Members, Related External bodies as necessary, Regional Volunteers

A bit about the Centre & the roles

Longcraig is a Water Sports Centre owned and operated by South East Region Scouts and run entirely by volunteer staff. The Centre operates from a purpose-built building situated in the corner of the Dalmeny Estate by Longcraig pier, South Queensferry.

Longcraig Scout Centre is a key enabler in delivering the Region's strategy to support and empower our volunteers to deliver an amazing programme. It's purpose is to provide adventurous activities based around the water for Scouts and Guides living in the South East of Scotland and for those visiting from other Regions. Longcraig is also a recognised RYA training centre and all activity staff hold RYA and BCU qualifications as well as Scout activity permits. Longcraig take activity session bookings from Scout and Guide groups and can offer activities for Cubs to Explorers and Leaders.

Application process

Thank you for your interest in volunteering, to apply please complete the form on our website and return to John Cannon (john.cannon@sessscouts.org.uk) or nominate someone else you think would be awesome for the role. If you are nominating someone, no worries- they're only encouraged to apply if they are keen!

Closing date for both roles: 23.59 Sunday 27th April 2025

About us

At South East Scotland Scouts, we're all about helping young people build Skills for Life— whether it's finding the confidence to speak up, taking the lead, or making sure their voices are part of the decisions that shape our movement. That's what being a Youth Shaped movement is all about. Here, young people team up with our volunteers to create a programme that truly reflects their ideas, energy, and perspectives.

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The impact you will have

As key leaders in the Centre, you'll have the unique chance to take the Centre forward into the future with a fantastic group of Volunteers who dedicate their time to delivering adventurous activities based in a wonderful setting on the River Forth under the iconic Forth bridges. You will play a crucial role in managing the Centre & the Volunteer team ensuring the Centre is at the forefront of the Region's outdoor offering.

What do these roles do?

The Chair will have overall responsibility for Longcraig, working with the Leadership team to ensure the Centre meets its aims & objectives now and into the future. The role will provide overall leadership & direction of Longcraig and be responsible for leading the ongoing management of the Centre and it's activities. The role will lead the preparation of the annual revenue & capital budgets and present these to the Regional Trustee Board for approval. The role will also be responsible for providing regular operational progress reports to the Regional Trustee Board.

The Service Team Lead will provide leadership, motivation and guidance to the adult volunteers at Longcraig. A large part of this role involves managing the volunteer team, making sure their development & training needs are met and that they know how their contribution supports the aims of the Centre. Another key aspect of the role is to continually monitor the volunteer group requirement, seek new volunteers when necessary and manage their introduction to the Centre, making them feel welcome and part of the team.

What support will be provided?

Existing Leadership Team & Volunteer group – The team will welcome you on board and support you find your feet in the roles.

Regional Centres Team - The Chair will form part of this small team and will be supported in Longcraig's contribution to the broader Centres strategy for the Region

Regional Leadership team – The Service Team Lead & Chair will have the support of this team in the development of new and existing volunteers as well as in communications support.

Regional Trustee Board – The Chair will have support from this group in areas such as finance & risk management.

For more information

For more information, or for an informal chat about these vacancies please contact:

John Cannon, Regional Chair for South East Scotland Scouts

Email: john.cannon@sesscouts.org.uk

Ian Harrower, Longcraig Service Team Member

Email: ian.harrower@sesscouts.org.uk

Martin Elliot, Lead Volunteer for South East Scotland Scouts

Email: martin.elliott@sesscouts.org.uk

Nacho Luna Borrás, Scouting Support Lead, South East Scotland Scouts

Email: nacho.lunaborras@sesscouts.org.uk

Amy Irvine, Scouting Support Officer, South East Scotland Scouts

Email: amy.irvine@sesscouts.org.uk

The Role – Chair

Responsible to:

The chair will be responsible to the Chair of South East Scotland Regional Centres.

Responsible for:

The Chair will have overall responsibility for the Centre.

Leadership team comprises of the Chair, Service Team Lead, Admin Lead, Facilities Lead, Equipment Lead, Development & Growth Lead, Communication Lead, RYA Principle, Young Person Lead

Main Contacts:

Longcraig Leadership team, Longcraig volunteer team, Chair of South East Scotland Regional Centres, Chair of Bonaly Scout Centre, Regional Lead Volunteer, Regional Trustee Board Members, Regional Volunteers, Service Team representative(s) as well as relevant external bodies as necessary.

Appointment requirements:

Candidates must complete the necessary training for the role within the specified timescales. As the role involves working with young people, a mandatory disclosure check will be required.

Main Tasks

Responsible for the Leadership team and interactions with the key contacts in the Region;

Safety & Safeguarding

- Ensures an excellent safeguarding & safety culture exists across the Centre and it's team.

Reporting

- Chairs Longcraig Leadership team meetings.
- Attends the Regional Centres Team meetings.
- Attends the Hawes Piers Users meetings.
- Collates with other leads and liaises with the Regional Risk Committee to update the Longcraig Operational and Facility risk registers.

Planning

- Leads the planning and presentation of the annual budget to the Regional Trustee Board.
- Leads the planning and presentation of the annual capital budget to the Regional Trustee Board.
- Attends meetings with the Regional Programme lead.

Development

- Supports any fund-raising applications.
- Liaises with all other leads to collate ideas and suggestions for development.

Note: Many of the tasks for which the Chair has ultimate responsibility for may be delegated to others in the Leadership team.

Person specification

We're looking for someone to join our team who is just as passionate as we are about getting young people outdoors to have an adventure. You will have great leadership skills, be organised and able to organise others.

Skills and Abilities

- Ability to communicate clearly and effectively to groups of people.
- Ability to organise, plan and coordinate work and tasks.
- Clearly demonstrate an ability to put the customer first.
- Ability to think creatively and problem solve.
- Ability to lead volunteers including appropriate delegation, encouraging personal development.

Knowledge and Experience

- Experience of being involved in an activity centre would be beneficial.
- Experience of leading, mentoring and supporting others would be beneficial.
- Understanding of The Scout Association, how we work and past experience of Scouts is desirable.
- Experience of managing a budget.
- Hold or successfully apply for membership to PVG scheme (Enhanced) for working with children and vulnerable adults.

Values and Personal Qualities

- Embraces and demonstrates the Scouting values.
- Able to adapt to changing situations, communicate, cooperate with and respect others in the team.
- Strives to do the best for Longcraig and the Region and wants to do the right thing to ensure its sustainability.
- Wants to maintain up to date knowledge of volunteering in an outdoor centre environment and take a proactive approach to self-development and performance improvement.

How to apply

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