

*1st Cheam Scout Group
21 Malden Road, Cheam,
Surrey, SM3 8QD
Registered Charity 303838*



Title

Risk and Compliance Manager

What you will be doing

1st Cheam is a progressive 'go ahead' Scout Group formed over 90 years ago. We offer a wide range of activities at our weekly meetings for boys and girls in the age ranges of 6 to 14.5 years.

Scouting with 1st Cheam is all about meeting new friends, sharing adventures and making the most of life's opportunities. We make it as easy and safe as possible for young people to push the boundaries of their own experience. Our regular meetings are held at our own Headquarters building in Cheam from where we run various activities, making full use of the nearby Nonsuch Park and with occasional trips to our private campsite a short distance away at Box hill.

We also offer other activities in addition to our weekly programmes, appropriate to each age range including for example: fun days, visits and excursions, camping, canal cruising holidays and hill walking trips. #

All of this is made possible by our valued volunteers who give their time and commitment to ensure that as many young people as possible can take part.

We currently require a Risk and Compliance Manager to ensure the smooth running of 1st Cheam Scouts.

As a Trustee member of the 1st Cheam Scouts Group Executive Committee you will be responsible for:

- Maintaining various risk registers that help ensure the safe running of the 1st Cheam Scout Group.
- Attending the Executive Committee meetings (5 per year)
- On-going update of the Group's fire, safety and operational risk registers
- Maintaining the Group's GDPR policy and Data Privacy Statement and social media policy.

Activities

Administration, Advice, Information and Support, Trusteeships and Committees.

Skills & Attributes

Basic IT skills - internet & email, Organising & Planning, Admin, Evaluating and reviewing, Working as part of a team

Skills Description

Able to use Excel spreadsheets & MS Word. Understanding of the mechanics of risk assessment and mitigation.

What is in it for you

An opportunity to develop risk management skills and contribute (indirectly) to the development of young people in the local community.

Time Commitment

Approximately 2 hours a month

Volunteer expenses

Expenses incurred in running the section are reimbursed by the Group. Personal expenses including personal transport are usually met by the individual.