



Lonsdale District Activity Centres Silverhelme Warden

We are looking for a Voluntary Warden for Silverhelme Scout Activity Centre. The successful candidate will be responsible for the operation and maintenance of the site and its facilities, ensuring that it is clean and tidy and maintained to a high standard.

The Warden will be responsible for co-ordinating a team of site volunteers. These include weekend Voluntary Wardens, Service Teams, activity providers and individual helpers. These volunteers will assist the Warden in the delivery of the objectives set out in this document.

The Warden is supported in this role by the members of the Activity Centres Operations Group (ACOG) and the Activity Centre Management Board (ACMB), the aim is to ensure the Activity Centre is operated and managed as a safe place for young people to experience the outdoors.

There is an opportunity for suitable candidates to Job Share this role.

Accommodation and training is provided and out of pocket expenses will be paid by the ACMB in line with the District Expenses Policy.

Main Purposes

To support the ACMB and the District Commissioner (DC) in promoting the Silverhelme Activity Centre and the Development of Scouting in the District through the effective operation of Silverhelme.

To provide a rewarding outdoor experience in accordance with the Scout Association guidelines.

How this will be achieved:

- Manage the Activity Centre to support the Scouting programme across all Sections in Lonsdale District
- Manage the site volunteers to support the operation and maintenance of the site, its facilities and activities at Silverhelme
- Manage the training of volunteers

- Ensure compliance with all Risk Assessments by those identified in each risk assessment.
- Ensure there is a regular plan of safety checks and these are implemented in line with regulatory requirements e.g. fire equipment, electrical and gas safety testing etc.
- Ensure buildings, access tracks and the site are maintained to an appropriate standard
- **Ensure the toilets and buildings are cleaned on a regular basis**
- Ensure that site tools and equipment are maintained and are safe to use
- Liaise with neighbours and maintain good relationships
- Attend Activity Centres Operations Group (ACOG) Meetings
- With the ACMB and the ACOG:
 - Implement the Site Development Plan
 - Annually, co-ordinate the review and update of Site, Fire, Activity and Building risk assessments
 - Work with the Treasurer to submit and subsequently manage, the Site Budget
 - Ensure that the woodland is managed and any tree maintenance is carried out
 - Ensure compliance with any official designations which include Limestone Pavement Order, Area of Outstanding Natural Beauty and Woodland Management.

Appointment Duration

This appointment is subject to District Executive Approval. The duration of the appointment will be agreed between ACMB and the Warden and may be extended by mutual agreement.