

## Job Description

### Background information

Merseyside County Scout Council is looking to employ a Centre Assistant to support our volunteer team offer the fun and adventure of scouting to young people across Merseyside and the surrounding areas at Tawd Vale Adventure Centre.

Set in the West Lancashire countryside close to the Leeds-Liverpool canal, Tawd Vale boasts a range of campsites and buildings across 80 acres of woodland. At Tawd Vale we offer opportunities for overnight camps and activities to Scouts, Guides, other youth organisations, schools, colleges and other educational establishments.

The role will support our volunteer management with operating the site during its operational year (March to October) on a fixed term contract. The successful candidate will need to be flexible in approach and accept that the working environment is dependent on the usage of the centre it is expected that the Centre Assistant will need to support the volunteer team for arrival on a Friday evening and regular weekend working will be necessary.

Job title	<b>Centre Assistant – Fixed Term (37.5 hours PW) Contract End 31<sup>st</sup> October 2025</b>
Department/Section	Tawd Vale Adventure Centre Lowry Hill Lane Lathom L40 5UL
Main purposes of job	<ol style="list-style-type: none"> <li>1. To support the volunteer management team with the day to day running of the centre.</li> <li>2. Support the site to be operational over 7 days a week by providing on-site support to users.</li> <li>3. Participate in health and safety and general day to day tasks and undertake key assurances to ensure staff, volunteers and visitors safety.</li> </ol>
Key tasks	<ol style="list-style-type: none"> <li>1. Ensure the site is prepared for visitors including buildings, sites and communal areas by completing campsite cleaning and maintenance.</li> </ol>

<p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p>Work with all site users and volunteers to support the growth of visitor numbers and ensure all users have a positive experience at Tawd Vale Adventure Centre.</p> <p>Reception work including checking in customers, maintaining computerised booking systems and shopkeeping</p> <p>Support the small but dedicated team of volunteers and the varying demands of the Adventure Centre.</p> <p>Any other general tasks involved with the day to day running of the campsite</p>
<p>Key Information</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>The successful candidate will be required to undertake The Scout Associations Mandatory Safety, Safeguarding and First Aid Training.</p> <p>The successful candidate will be required to undergo an Enhanced Disclosure and Barring Check.</p> <p>The successful candidates working hours will be 35 hours per week. However, working hours will vary, and include weekend and some bank holidays. as usual Hours of work will be annualised to allow additional hours to be worked during busy periods and fewer hours during quieter periods throughout the year.</p> <p>All training on required systems and equipment will be provided.</p>
<p>Person Specification</p>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Excellent customer Service</li> <li>• Personable, Presentable and Articulate</li> <li>• Excellent IT skill – inc. Word processing and Excel, Outlook etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to prioritise and organise own time and workload and work on own initiative</li> <li>• Flexibility and the ability to change and contribute to a developing environment</li> <li>• Full UK Driving Licence</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Basic finance skills (cashing up etc.)</li> <li>• Experience of administering websites and social media</li> <li>• A working understanding of The Scout Association and the services it provides to its members</li> </ul>
Reporting to	Merseyside Scouts Team Leader - Adventure
Accountable to	Merseyside Scouts County Lead Volunteer
Compensation	Hourly rate of £13.24