



Regional Communications Team Member West Region Scouts

Vacancy Information Pack

westregion.org.uk

Who we are

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

We question and listen and form wide open minds. We take a deep breath and speak up. We think on our feet. See the big picture. Ignore the butterflies and go for it.

We get back up and try again. We think about what's next, and plan for it. We jump in, get muddy, give back and get set.

We're Scouts and everyone is welcome here. All genders, races, and backgrounds. Every week we give thousands of 4-25 year-olds across Scotland the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

To find out more visit www.westregion.org.uk

West Region Scouts

West Region covers the Scout Districts of Argyll, Dunbartonshire, Greenock and District, Paisley and District and Renfrewshire.

West Region offers exciting opportunities - not only to our young people, but our adult volunteers too. We believe in equipping our members with skills for life and we do this through a programme of activities that is challenging, relevant and rewarding.

We are fortunate to own Lapwing Lodge as our Regional outdoor centre and several Districts own camp sites, which are at the heart of our local adventures. Our members also take full advantage of camps and events around the UK and internationally.

Role Description

Our Communications Team helps West Region tell its story, to our members, to parents and carers, and to the wider community. Although much of the work happens behind the scenes, it is essential to keeping Scouting visible, connected and growing. The role at a glance:

- **Role title:** Regional Communications Team Member
- **Reports to:** Regional Lead Volunteer and Duty Regional Lead Volunteer
- **Time commitment:** Flexible, fitting around your other commitments
- **Location:** remote, with optional attendance at regional events

As a Regional Communications Team Member, you will support:

- **Social media** - creating, scheduling and responding to content on the Region's Facebook and Instagram channels, sharing stories, achievements and photos from across the Region.
- **Website** - keeping the Regional website current with news, events, key information and volunteer opportunities
- **Internal communications** - helping to draft updates, newsletters and messages so that volunteers across the Region receive clear and timely information
- **Public communications** - promoting Scouting in the local community, supporting recruitment of young people and adult volunteers, and maintaining a positive image of the Region
- **Regional events** - supporting communications before, during and after regional events, including capturing photos, short videos and live updates where you are able to attend
- **Brand** - following The Scouts brand

Person Specification

Note: no previous Scouting or communications experience is required - full training and support will be provided.

Essential

- A genuine commitment to supporting young people's personal development, in line with Scouting's values
- Good written communication skills, with a friendly and positive approach
- Reliability, good organisation and the ability to meet agreed timescales
- Willingness to learn and to work as part of a team
- Digital confidence - able to work remotely, access information online and join virtual meetings
- Enthusiasm, energy and willingness to give the time the role requires

Desirable

- Experience in communications, marketing or social media management
- Experience using Canva or similar design tools
- Experience updating websites or content management systems
- Photography or short-form video skills

Eligibility and conduct

- Be aged 18 or over
- Maintain confidentiality and act with integrity
- Follow Scouts safeguarding and data protection policies, including image consent
- Complete relevant training, including the "Getting Started" modules and role induction

Joining Process

The successful applicant will be supported through the standard Scouts Scotland joining process:

- a) an informal chat to find out more about the role and the team
- b) references
- c) Protecting Vulnerable Groups (PVG) scheme membership through Disclosure Scotland, as required for all Scouts volunteers
- d) completion of the "Getting Started" training modules, including safeguarding, safety and data protection
- e) a welcome and induction to the Communications Team, its channels and tools

How to apply

The closing date for applications is **Friday 16th October**.

Process

You can apply for the role yourself or nominate someone else using the form

[West Region Scouts Application Form](#)

Nominated people are under no commitment to apply unless they wish to.

For more information, or for an informal chat about this vacancy please contact:

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