



Role Description: WINGS 2014 Deputy Director

Two WINGS 2014 Deputy Directors will be appointed

Responsible to:	WINGS 2014 Director
Responsible for:	Supporting the planning and delivery of WINGS 2014
Works with:	WINGS 2014 Project Team WINGS 2014 Steering Group (as required)
Role purpose and scale:	To support the WINGS 2014 Director in all aspects of the planning, managing and delivering of the complete WINGS 2014 experience and vision To deputise for the WINGS 2014 Director if required to do so
Key activities of the role:	In conjunction with the WINGS 2014 Director, both WINGS 2014 Deputy Directors will be expected <ul style="list-style-type: none"> • To understand and accept the ethos and objectives of WINGS 2014 • To aid in recruiting the WINGS 2014 Project Team and staff under arrangements agreed with the WINGS 2014 Steering Group • To identify and provide the support required for the Project Team to plan and deliver WINGS 2014 within the framework of the core objectives and timeline • To ensure the assets of WINGS are protected and safeguarded • To identify and manage the various risks and issues inherent in delivering WINGS 2014 • To ensure WINGS 2014 is organised in accordance with the agreed WINGS 2014 Governance arrangements • To attend meetings of, and provide reports to the WINGS 2014 Steering Group as required • To aid in ensuring the closure of all aspects of WINGS 2014 by the end of March 2015 including reports and delivery of final audited accounts to the WINGS 2014 Steering Group • To undertake specific responsibilities as agreed with the WINGS 2014 Director

<p>Key activities of the role: (continued)</p>	<p>Time Commitment</p> <ul style="list-style-type: none"> • Your involvement will begin as soon as your appointment has been confirmed (Q4 2011) and will end with the delivery of the final audited accounts and closure reports • As well as attending the WINGS 2014 event itself, you will be expected to attend project team meetings, and other events as required
<p>Person requirements</p>	<p>By accepting this role you will be required to become a member of WAGGGS or WOSM if not already</p> <p>A current CRB Enhanced Disclosure via Girlguiding UK or The Scout Association will be required from time of appointment through to handover of final reports and audited accounts</p> <p>Please note: All role appointees whose current CRB Disclosure was issued before March 2010 (or who have no CRB Disclosure) will be required to obtain a new CRB Disclosure prior to the date of their appointment in order to ensure they have a current CRB Disclosure for their entire period of appointment.</p>