Adult Team Leader

Role profile

Role title	Team Leader
Responsible to	Event Lead
Responsible for	A defined team and, where applicable, the volunteers assigned to that team.
Appointment	Subject to the relevant Scouts appointment, safeguarding, training and approval requirements
Period	From appointment through planning, preparation, expedition delivery and post-expedition close-out

Role purpose

To lead an agreed area of the Malawi 2028 expedition, taking responsibility for its planning, preparation, coordination and delivery. The Team Leader will work as part of the expedition leadership team, translating the overall project objectives into a clear plan for their team and ensuring that the people, resources and actions needed are brought together in good time.

Team Leaders will have a particularly important role in the early planning phase. They are expected to make a sustained contribution before the expedition, help shape the overall plan and ensure that their team is ready to deliver safely and effectively.

Likely teams

The expedition will be organised around a number of areas. The precise structure and titles will be confirmed as planning develops; some areas may be combined or divided depending on the size and needs of the team. Each Team Leader will normally lead one of these areas, or an agreed part of one, and take responsibility for planning and delivery.

- **Finance:** Budget development and monitoring, payments, financial records, fundraising coordination and financial reporting.
- **Risk and safety:** Risk assessments, safety planning, incident and emergency arrangements, travel safety and ensuring agreed controls are understood and followed.
- **Welfare:** Participant and volunteer wellbeing, pastoral support, welfare planning, safeguarding awareness and helping ensure people feel supported.
- **Communications:** Internal updates, participant information, promotion, media and social content, photography coordination and communications with stakeholders.
- **Programme:** The activity programme, youth involvement, cultural learning, links with Malawian Scouts and local partners, and ensuring activities support the aims of Project Africa.
- **Logistics:** Travel and transport coordination, accommodation, catering, equipment, supplies, schedules, bookings and practical arrangements in Malawi.
- **Support services:** The practical services that enable the expedition to operate effectively, such as administration, records, stores, equipment and general team support.

Role-specific detail: A separate brief will be agreed with the Event Lead, setting out the specific tasks agreed for each Team Leader.

Key responsibilities / tasks

- Take an active role in the early development of the expedition, contributing ideas, experience and practical advice to the overall planning process.
- Lead the planning for the allocated team, identifying what needs to be achieved, key tasks, milestones, dependencies, resources and decisions.
- Develop and maintain a team plan and provide regular progress updates to the Event Lead.
- Identify the skills, volunteer capacity, equipment, materials, budget and other resources required for the team; raise gaps or constraints early.
- Where relevant, develop or contribute to budgets, cost estimates, procurement plans for the team.
- Identify risks and issues, agree mitigating actions and escalate significant concerns or decisions .
- Contribute to the development of the event programme, logistics, partner arrangements and preparation programme where these affect the team tasks.
- Recruit, brief, support and coordinate volunteers assigned to the team, ensuring that responsibilities are understood and work is shared appropriately.
- Ensure that young people are meaningfully involved in relevant planning and delivery, and that the work supports the purpose of Project Africa: young people supporting young people.
- Ensure that plans and delivery reflect local partner priorities, cultural sensitivity, inclusion and respect for the communities involved.
- Ensure that relevant Scouts policies, safeguarding requirements, safety procedures and approval processes are built into the team plan and followed in practice.
- Lead briefings and coordination for the team during the expedition, adapting plans appropriately while keeping the Event Lead informed.
- Oversee the completion of team tasks, records, handovers and agreed post-expedition actions.
- Contribute to the overall evaluation and identify lessons and recommendations for future expeditions.
- Caring for and supporting team members. Keeping team members informed, via effective communications and management.
- Be available to provide welfare and/or first aid support where required.

Time commitment

Team Leaders are expected to be more heavily involved in the upfront planning than general team members. This is likely to include regular leadership team meetings, team planning between meetings, partner or supplier discussions where relevant, preparation of plans and documentation, and attendance at agreed training and briefing events.

The precise time commitment will vary by team and will be agreed with the Event Lead. Applicants should be confident that they can commit time during the planning period as well as to the expedition itself.

Team working and accountability

The Team Leader is accountable for the progress and delivery of their team tasks. They should raise emerging risks, delays, resource pressures and decisions required promptly, rather than waiting for formal reporting points.

Team Leaders are expected to work collaboratively and support the wider expedition team. Team leadership does not operate in isolation: plans and decisions must align with the overall expedition objectives, budget, timetable, partner arrangements and governance requirements.

Experience and skills

- Relevant skills, knowledge or experience for the team being led.
- Ability to plan, organise and deliver tasks over an extended period.
- Confidence in coordinating and supporting other volunteers.
- Good communication, collaboration and problem-solving skills.
- Sound judgement, reliability, flexibility and a proactive approach to identifying issues.
- Commitment to youth involvement, partnership working and the values of Scouting.
- Willingness to learn, undertake relevant training and work respectfully in a different cultural context.