Adult Team Member

Role profile

Role title	Team Member
Responsible to	Team Leader (or Event Lead where no Team Leader is appointed)
Responsible for	Tasks agreed with the relevant Team Leader or Event Lead.
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 contribute to the preparation and delivery of the Malawi 2028 expedition as a member of the adult team. Team Members will bring their skills, experience and enthusiasm to an agreed area of work, supporting the Team Leader and working collaboratively with the wider expedition team.

Team Members may be asked to contribute ideas and practical input during the planning phase. They are not, however, expected to lead the upfront planning. Their focus is on completing agreed tasks and supporting the successful delivery of the expedition.

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. Team Members will be allocated to one or more of these areas according to the skills and experience they can offer and the needs of the expedition.

- **Finance:** Supporting budget records, payments, fundraising activity and financial administration as agreed.
- **Risk and safety:** Supporting risk assessment and safety arrangements, helping ensure agreed controls are understood and followed, and raising concerns promptly.
- **Welfare:** Supporting participant and volunteer wellbeing, pastoral care and welfare arrangements, and helping ensure people feel safe and supported.
- **Communications:** Helping prepare internal updates and participant information, supporting promotion, media and social content, photography coordination and stakeholder communications.
- **Programme:** Supporting activities, youth involvement, cultural learning, links with Malawian Scouts and local community, and the aims of Project Africa.
- **Logistics:** Supporting travel and transport arrangements, accommodation, catering, equipment, supplies, schedules, bookings and practical arrangements in Malawi.
- **Support services:** Providing practical support to help the expedition operate effectively, including administration, records, stores, equipment and general team support.

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

Key responsibilities / tasks

- Support the aims and purpose of Project Africa: young people supporting young people.
- Contribute relevant skills, knowledge and practical ideas to the planning process when requested.
- Complete tasks agreed with the Team Leader accurately and within the timescales set.
- Attend required team meetings, briefings, training events and preparation activities relevant to the role.
- Work collaboratively with other volunteers and be willing to assist outside the immediate area of responsibility when reasonably required.
- Support young people to take responsibility, build confidence and learn from the experience, ensuring their voices and contributions are valued.
- Work respectfully with local partners, Malawian Scouts and community members, listening to local priorities and acting with cultural sensitivity.
- Follow agreed plans, instructions, the event code of conduct and relevant Scouts policies and procedures.
- Take responsibility for personal safety and the safety and wellbeing of others; identify and promptly raise safeguarding, welfare, health or safety concerns.
- Identify and report problems, risks, delays or resource needs to the Team Leader or Event Lead as soon as possible.
- Help care for equipment, materials and shared resources, following agreed procedures for their use and return.
- Contribute to the delivery of activities and practical work during the expedition, adapting positively when circumstances or plans change.
- Contribute to evaluation, feedback, reporting and any agreed follow-up after returning.
- Be available to provide welfare and/or first aid support where required

Time commitment

Team Members are expected to take part in the preparation programme, attend required training and briefings, and complete tasks assigned to them before departure. They may be asked to provide information, ideas or practical support during the planning period. The level of involvement in upfront planning will be less than that expected of Team Leaders.

The precise time commitment will depend on the team and tasks allocated and will be explained by the Team Leader or Event Lead. Applicants should be confident that they can commit time to the agreed preparation activities as well as to the expedition itself.

Team working and accountability

Team Members are responsible for completing agreed tasks and keeping their Team Leader informed of progress. Where no Team Leader is appointed for a task, they will report to the Event Lead or another person identified by them.

Team Members are expected to work collaboratively and support the wider expedition team. They should raise emerging risks, delays, resource needs or concerns promptly, ask for clarification when needed and be reliable, approachable and flexible. They should not make commitments or decisions on behalf of the expedition or local partners unless authority has been agreed.

Experience and skills

- A willingness to contribute relevant skills, knowledge and experience to the team.
- Reliability and the ability to complete agreed tasks within the required timescales.
- A collaborative, flexible and positive approach.
- Good communication and a willingness to ask questions or raise concerns.
- Respect for other adult volunteers, young people, local partners, different cultures and the communities involved.
- 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.