

# Premises Manager: Role Pack

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# 1. Who we are

North London Scout District is part of an umbrella of charities\* that together make Scouting for young people happen. We are members of The Scout Association. We cover all the Scouting that happens for young people in the London Boroughs of Camden, the City of London, Haringey and Islington.

Scouts is open to girls and boys from age 4 - 25. We have over 1,500 young people as members, and around 500 adult volunteers supporting them to experience adventure and develop skills for life.

The Premises Manager role is key to creating and maintaining an excellent and safe environment for Scouting to happen in our two sites.

\*(Our District is made up of other charities, called Groups, who own and operate their own Scout huts etc. and we and this role are not directly responsible for them. If you are new to Scouting, you can find out more on the national website: [www.scouts.org.uk](http://www.scouts.org.uk)).

## 2. Our Vision & Mission

### **Our District vision: To be the flagship District for metropolitan Scouting**

“Through clever organisation, open minds, accountability, transparency, and hard work, we believe North London Scout District can become the flagship District for metropolitan Scouting, and create a blueprint for others to follow.”

### **Our District mission: Shaping and evolving Scouting for the diverse communities of North London**

As a District, we acknowledge the need to deliver Scouting in a way that’s unique for the unique communities and members that we serve. Every community we operate in is different, with its own challenges, so it’s important that we tailor our approaches by individual Group and by Unit.

Our mission is split into a guiding set of principles that all leaders in District Roles use when making decisions and setting goals for the future. When setting goals or aims, we align them with the five guiding principles set out overleaf:

## 2. Our Vision & Mission (cont.)

### As diverse as the communities we're in

North London is home to hundreds of diverse communities and cultures. We're working to make our District membership reflective and inclusive of everyone that lives in the area, irrespective of their background.

### Future facing and future thinking

Our world is changing faster than ever and we as a District are evolving too. Not only are we adapting to how we create Skills for Life for our members, but also the ways in which we operate as a District – whether that's through more sustainable and environmentally-friendly practices, the ways we utilise technology, or how we make decisions.

### Fair, accountable and transparent

Our District should work fairly for all of its members and volunteers. Whilst there is an established Executive, various committees, and a District Leadership team, all members, leaders, and parents should have the opportunity to shape how our District is run and managed, and decisions made.

### Embracing our metropolitan location and geography

London is one of the world's most vibrant and culturally important cities, and it's right on our doorstep. We're embracing everything the Capital has to offer to create the best Scouting experiences and equip our members with Skills for Life.

### Creating adventures outside London

Whilst London is able to provide a huge array of opportunities for our members, it's important we also escape the city and provide wider National and International opportunities. Whilst it might require a bit more effort than other rural Districts, we're committed to offering truly fulfilling adventures outside of our city for all of our members and leaders.

### 3. Our team - staff

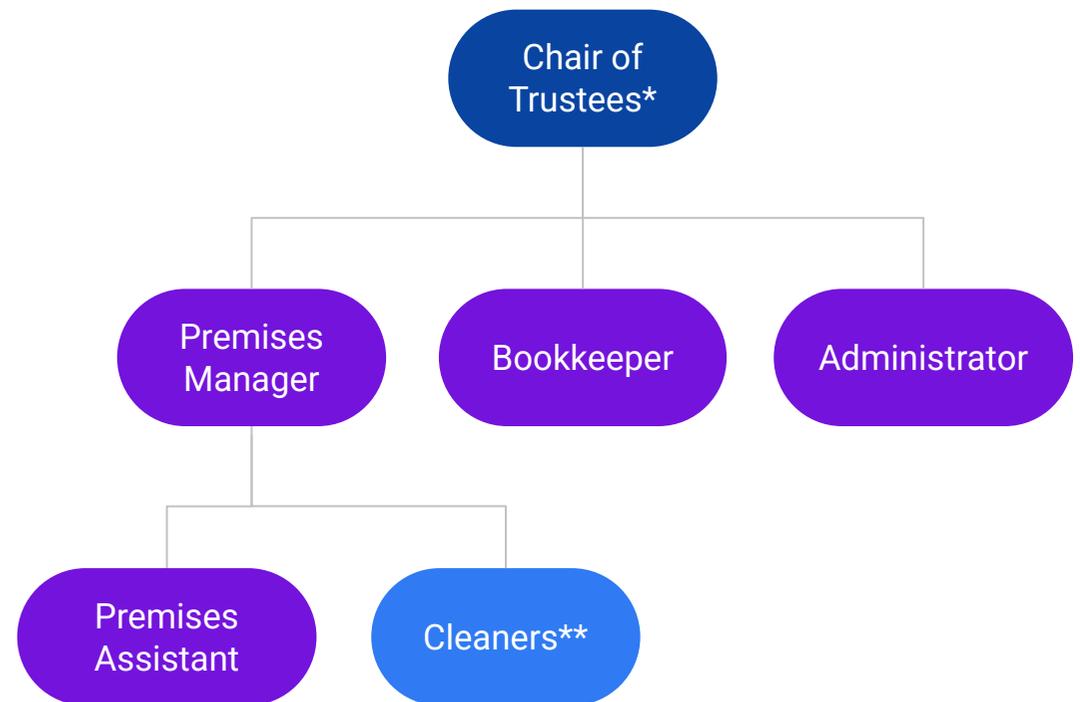
We have a team of four staff members, one of who will be a direct report for this role. The Premises Manager role reports to the Chair of the Trustees.

In the premises management team there is a Premises Assistant employed on an ad-hoc basis as required to act as a second keyholder and cover for the Premises Manager's absence, and contract cleaners who clean Scout Park and our Holloway Road centre.

The bookkeeper manages our accounts, and the administrator looks after matters such as volunteer training records, enquiries for young people wishing to join Scouting and so on.

\* Volunteer role

\*\* Contractors



## 3. Our team - volunteers

Our work is mainly carried out by volunteers, and you can find out more about them and their roles on our [website](#).

The lead volunteer, responsible for managing the other volunteers in the district, is Mandy Franks.

The Premises Manager role will frequently interact with volunteers as they are the most common users of our sites, but will not manage them unless they have specifically brought together working parties to help fix or maintain our sites.

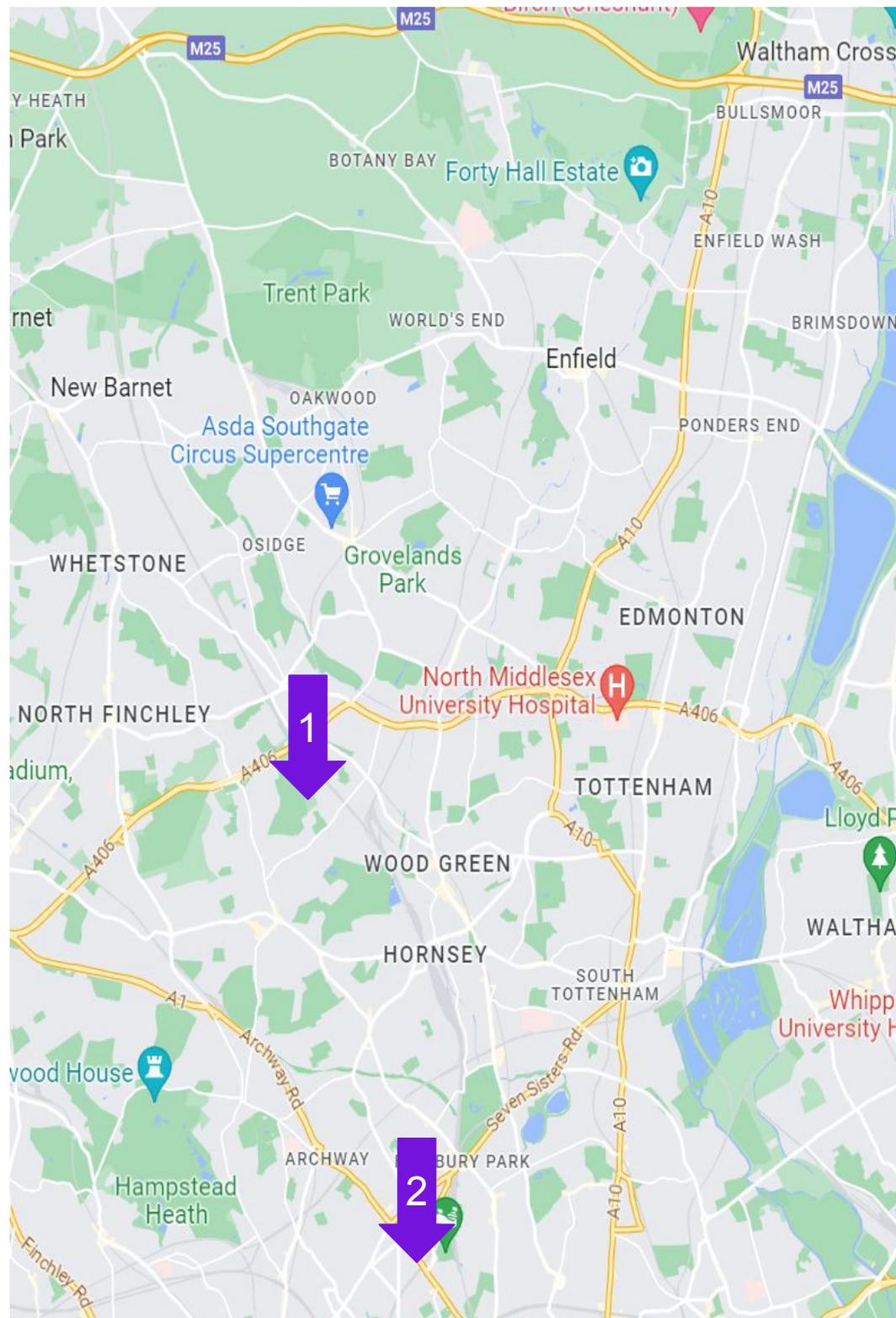
The role will frequently engage with:

- The volunteer Trustees - particularly:
  - **the Chair who will line manage the role**
  - **the Chair of the Finance sub-committee to support budgeting and price setting**
- The lead volunteer for activities - as they will be the person who helps identify instructors for Scout-led activities

## 4. Our Sites

We operate two sites, the largest of which is Scout Park (1) which is a campsite that offers meeting halls for groups, training and meetings; office space; indoor overnight accommodation; camping fields; activities (including a climbing wall, archery butts and air rifle range). The Ramsay Scout Centre (2) is our second site, which was recently rebuilt as a modern centre and has a sports hall and multiple rooms for groups to meet.

All our sites are used extensively by Scouts, and some other youth groups such as the Guides, but are also used by external organisations - including nurseries, forest schools, and for activities such as birthday parties. In addition to these two, the District jointly owns and runs a campsite called Danemead, but this is managed separately and the Premises Manager is not expected to be involved in day-to-day management of this.



## 4. Our Sites

Scout Park is an 8 acre Scout campsite with extensive wooded areas and two large ponds, just 5 minutes from Bounds Green tube station. This gives easy access to all of central London via the Piccadilly Line. The Park is also just off the North Circular A406 so it's easy to get to from the M1, M11 and M25.

There are numerous buildings that can be hired at the Park, including bunkhouse accommodation and facilities for those with special needs. Scout Park also offers a range of activities including archery, air rifle shooting, climbing, pioneering, and the nature centre.

Open all year round, Scout Park welcomes all uniformed groups, schools and registered charities. Scout Park is home to a Forest School and used as a base by a tree surgery company, both of whom lease space from North London Scout District. Other forest schools and groups use the site during the day-time.



## 4. Our Sites

The Ramsay Centre is a modern meeting facility close to Holloway Road Tube Station. It has a sports hall and four meeting rooms spread over two floors, and is fully accessible.

The centre has a large, well-equipped kitchen.

