



External Relations Sub- Team Lead at West Lancashire Scouts

Role information pack



Welcome

Thanks for your interest in becoming the next **External Relations Sub Team Lead**

This role is all about connecting people and organisations with West Lancs Scouts, building partnerships and opening doors to new opportunities for young people. Whether you have been involved in Scouts for years or are completely new, if you enjoy bringing people together and helping communities work collaboratively, this could be the adventure for you.

Inside this pack, you'll find what the role involves, the support available from our West Lancs family and how to get involved.

What is the External Relations Sub Team Lead?

The County External Relations Sub-Team Lead helps West Lancashire Scouts develop positive, lasting relationships with businesses, charities, community groups, public services and other organisations. You will help others understand the difference Scouts makes, while identifying ways that organisations and Scouts can support one another.

You will also help support and coordinate our County Ambassadors, ensuring they have opportunities to champion Scouts, raise awareness and build valuable connections across the County.

The current vacancy

Purpose of the role

As External Relations Sub-Team Lead, you will play an active role in the County External Support Team, helping create partnerships that support young people aged 4–24 to develop skills for life. You will work with key contacts across the County to explore mutually beneficial opportunities, showcase what West Lancs Scouts can offer and connect partners with relevant County and District teams.

You will also provide coordination and support for the County Ambassadors, helping them represent and promote West Lancashire Scouts at appropriate events and within their networks.

Key tasks

Key tasks will include:

- **Building strong external partnerships:** Developing positive relationships with businesses, charities, education providers, community groups and other organisations across West Lancashire.
- **Creating opportunities for young people:** Identifying partnerships that provide exciting experiences, resources, expertise and support to help young people develop skills for life.
- **Championing West Lancs Scouts:** Showcasing the difference Scouts makes and exploring opportunities for organisations to work together for mutual benefit.
- **Supporting County Ambassadors:** Working with our County Ambassadors, keeping them connected, identifying opportunities and helping them champion Scouts across our communities.
- **Connecting Districts and County teams:** Understanding what support is needed and helping teams build relationships with external organisations.
- **Representing Scouts across the County:** Attending meetings, events and networking opportunities to promote Scouting and develop new connections.
- **Celebrating our partnerships:** Working alongside the Marketing and Communications Team to share successes and highlight the impact of our external relationships.
- **Strengthening external relations:** Helping develop a coordinated approach to partnerships, maintaining relationships and following up on opportunities.
- **Inspiring and developing the team:** encouraging volunteers to bring fresh ideas, develop new skills and take on opportunities to lead projects, helping everyone feel valued and part of our West Lancs family.

- **Playing an active role in the County Support Team:** working alongside other County teams to support events, projects and priorities, making sure communications help connect, celebrate and strengthen Scouting across West Lancashire.



Who you'll work with and what support you'll receive

You'll be part of the County External Support Team and supported by the County Support Team Lead (External), who will help you set priorities, develop relationships and make the most of opportunities. You'll work with County and District volunteers, the Marketing and Communications Team, County Ambassadors and contacts from organisations across West Lancs

You will not be expected to know every organisation or have all the answers from day one. The wider team can provide introductions, advice and support as you settle into the role.

About you

We're looking for someone who enjoys meeting people, building trust and spotting opportunities. You don't need a professional background in partnerships or fundraising; enthusiasm, good communication and a willingness to learn matter most.

1. You're a natural connector

You enjoy starting conversations, bringing people together and developing relationships built on trust and shared goals.

2. You believe in skills for life

You are passionate about creating opportunities for young people and can explain why Scouts matters in our communities.

3. You can see opportunities

You can explore what an organisation might offer Scouts, and what Scouts might offer in return.

4. You support and encourage others

You can work alongside County Ambassadors and other volunteers, helping them feel informed, valued and confident in representing Scouts.

5. You communicate clearly

You are comfortable contacting people, attending meetings, following up conversations and sharing information with colleagues.

6. You can stay organised

You don't need to be a scheduling wizard – just someone who can plan ahead, manage your time and keep on top of messages, projects and deadlines. You'll help your team work together to make sure our communications are clear, consistent and shared at the right time.

7. You live our values

You embody our Scout values of integrity, respect, care, belief and cooperation. You understand the importance of making Scouts a place where everyone feels they belong, and you'll help make sure our communications celebrate the diversity, achievements and adventures of our West Lancs family.

You don't need previous experience to apply. We're looking for someone with the enthusiasm, commitment and willingness to lead a team and help share the amazing things happening across West Lancs Scouts.

What you'll get from the role

"One of the best decisions I've made! I've met some amazing people, built fantastic relationships with organisations across the County and helped create exciting new opportunities for young people. Seeing partnerships grow and knowing they're helping more young people develop skills for life is what makes this role so rewarding."

What surprised me most was just how much support was available from the County External Support Team and the wider Scouts network. I've made new friends, worked with some brilliant volunteers and had the opportunity to build relationships with organisations across West Lancashire. It's amazing to see how these connections can open doors, create exciting opportunities and make a real difference to young people

I've watched new partnerships grow, seen organisations come together to create exciting opportunities for young people and worked alongside our County Ambassadors to champion everything that makes Scouts special. Knowing that these connections help more young people develop skills for life and discover **A PLACE TO BELONG** is what makes this role so rewarding – and I couldn't be more proud."

FAQs



1. Do I need lots of experience?

No. You do not need to have held a formal external relations role or have years of Scouting experience. Experience of building relationships, working with organisations, organising activities or supporting others is useful, but enthusiasm and willingness to learn are just as important.

2. How much time does it take?

As a guide, allow around 3 hours a week, often in the evenings, for emails, meetings, planning and follow-up. There will also be External Support Team meetings and occasional County events or external meetings. The exact pattern can be discussed.

3. How accessible is it?

We never want money or access needs to be a barrier to taking on this role. All reasonable expenses connected to your tasks are covered in line with our Expenses Policy. We're also committed to making sure the role is accessible to everyone. If you need adjustments to meetings, travel arrangements, communication styles, or the selection process, we'll work with you to make it happen.

4. Will I need references or checks?

Yes. We will need to do the usual membership record checks, vetting checks and disclosure checks for County and Trustee roles.

5. What's the age requirement?

You must be over the age of 18

6. Do I need to already know how Scouts works at County level?

No. We'll help you understand the structures and how County decisions are made.

7. This sounds like a lot – will I get help?

Yes. You'll have mentoring, learning, and a friendly team around you. You're not expected to know everything - just to bring your perspective and be ready to grow.

8. What if I'm not very good at writing applications?

Say things in your own words. We're not judging perfect grammar or fancy phrases – we want to understand you. See the tips on page 8.

9. What if I'm not selected?

There are lots of ways to get involved nationally and locally. We'll help you find opportunities that match your strengths and interests.



Application tips

Applying for a County role can feel a bit daunting but it doesn't need to. We're not looking for perfection; we're looking for your passion, your ideas and your potential.

Here are some simple ways to make your application shine:

1. Be yourself

We want to hear your voice, not what you think we want to hear. Write and speak in a way that feels natural to you.

2. Show why youth voice matters to you

Explain what External Support in Scouting means in your eyes and why it's important. This helps us understand your motivation and connection to the role.

3. Use real examples

Think of moments where you've helped, led, supported others, influenced a decision or brought people together. These don't need to be from Scouts – college, work, sports, activism, youth groups or your community all count.

4. Keep it clear and simple

You don't need long sentences or fancy language. Tell us what you did, why it mattered and what you learned.

5. Talk about how you work with others

This role involves collaborating with volunteers, young people, staff and senior leaders. Sharing how you build relationships or work in teams will really help.

6. Share your ideas

You don't need a perfect plan – just show us what inspires you. What would you love to explore or change? What energises you?

7. Be honest about your strengths

Tell us what you're proud of, what you're good at and what you'd like to develop. Growth is part of the role, and support is built in.

8. Ask for support if you need it

If you need help understanding any part of the application or require adjustments, we're here to help.

How to apply

Applications & Nominations

Thank you for your interest in volunteering.

Before making an application, please make sure you've carefully read this role pack.

Complete the application form [here](#)

Next steps

Once you've submitted your application, we'll review it carefully. Shortlisting will be based solely on the information provided by each candidate in their application form. All applications should address the requirements of the role, as laid out in the role description (page 10) and person specification (page 11). If you're shortlisted, we'll invite you to an interview so we can learn more about you and your ideas.

After that, the panel will make a decision and let you know the outcome. If you're selected, we'll guide you through the membership checks and help you get started in the role. And if you're not selected, we'll point you towards other ways to get involved and make an impact.

Key dates

The closing date for applications is **22nd November 2026**

Interviews will be held Week beginning **30th November 2026**

Further information

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

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All about the role – External Relations Sub Team Lead

Role description

Outline: Build mutually beneficial partnerships between West Lancashire Scouts and external organisations, helping create opportunities that enable young people aged 4–24 to develop skills for life. Support the County Ambassadors in championing Scouts and strengthening relationships with communities and partners.

Responsible to: County Support Team Lead (External)

Responsible for:

Coordinating the County's external relations activity and supporting County Ambassadors, alongside any volunteers contributing to external relations.

Main Contacts:

County Support Team Lead (External) and County External Support Team

County Ambassadors

County Leadership Team and other County teams

District Lead Volunteers and District contacts

Businesses, charities, education providers, public services and community organisations

County Marketing and Communications Team

Appointment requirements:

- Aged 18 or over at appointment.
- Successfully complete the appointment process, including satisfactory references and acceptance of Scouts policies.
- Complete required Growing Roots learning during the provisional appointment period.
- Keep required safeguarding, safety and other role-relevant learning up to date.

Main Tasks:

- Develop and maintain constructive relationships with organisations and key contacts across West Lancashire.
- Identify and pursue partnerships aligned to County priorities and the needs of young people and volunteers.
- Explain the benefits and impact of Scouts and explore mutually beneficial arrangements.
- Support the County Ambassadors with information, coordination and opportunities to represent Scouts.
- Liaise with County and District teams to match external opportunities to local needs.
- Attend suitable external meetings and events as a representative of West Lancashire Scouts.
- Coordinate with Marketing and Communications to share partnership successes appropriately.
- Maintain clear records of key contacts, agreed actions and progress, in line with relevant data protection requirements.
- Promote inclusion, safeguarding, safety and Scouts values in all external engagement.
- Review the effectiveness of partnerships and report progress to the County Support Team Lead (External).

Person Specification

Skills required	
Ability to lead and motivate teams	Essential
Excellent communication skills	Essential
Able to work well in meetings	Essential
Excellent presenting and facilitating skills	Essential
Able to work with young people and adults	Essential
Able to take on responsibility and meet deadlines	Essential
Confidence to represent Scouts professionally and positively	Essential
Knowledge required	
An understanding of the structure and principles of The Scouts	Desirable
Previous experience of Scouts	Desirable
Experience of partnerships, networking or community engagement	Desirable
Experience of supporting ambassadors, volunteers or stakeholder groups	Desirable
Qualities required	
Accept the policies and rules of The Scouts	Essential
Willingness to become a member, take The Scout Association Promise and wear the Scout Uniform	Essential
Accept and promote Scouting's fundamentals	Essential
Have enough time available to commit to the role	Essential