



Grants and Fundraising Sub- Team Lead at West Lancashire Scouts

Role information pack



Welcome

Thanks for your interest in becoming our next Grants and Fundraising Sub-Team Lead.

This role is all about helping West Lancashire Scouts find the funding and support needed to create amazing experiences for young people. Whether you have experience of fundraising or are keen to learn, if you enjoy bringing people together, spotting opportunities and making a difference, 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 Grants and Fundraising Sub Team Lead?

The County Grants and Fundraising Team Lead helps West Lancashire Scouts identify suitable grants, develop fundraising opportunities and secure resources that support our young people, volunteers and County priorities.

You'll bring together and encourage volunteers who can research funding, prepare applications, develop fundraising ideas and celebrate the difference that funding makes across our West Lancs family.

The current vacancy

Purpose of the role

As Grants and Fundraising Team Lead, you'll play an active role in the County External Support Team, coordinating a positive, planned approach to grants and fundraising. You'll work with County and District teams to understand priorities, identify suitable opportunities and help turn good ideas into well-supported projects.

You'll help make sure applications and fundraising activities are realistic, appropriately approved and aligned with Scouts values, while working with colleagues to report outcomes and thank supporters.

Key tasks

Key tasks will include:

Leading the Grants and Fundraising Team: bringing volunteers together, sharing responsibilities and helping them develop confidence in finding and securing funding.

Finding grant opportunities: researching relevant trusts, foundations and funding programmes that match County priorities and eligibility requirements.

Supporting strong applications: working with project leads to gather evidence, budgets and clear explanations of the difference funding will make.

Developing fundraising ideas: helping plan appropriate campaigns and activities that bring people together and support Scouting across the County.

Working with Districts and County teams: understanding their needs, sharing suitable funding opportunities and signposting useful guidance.

Building positive funder relationships: communicating professionally with funders and supporters, recognising contributions and following up commitments.

Celebrating fundraising impact: working with Marketing and Communications and External Relations to share successes and thank supporters appropriately.

Keeping fundraising responsible: supporting accurate records, reporting deadlines, financial oversight, data protection and relevant Scouts policies.

Playing an active role in the County External Support Team: contributing to County projects, events and priorities.

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). You'll work with County and District volunteers, project leads, the Finance Team, External Relations and Marketing and Communications to identify priorities and develop funding opportunities.

You won't be expected to know every funding scheme or write every application yourself. You'll have support from the County team and wider Scouts resources, and you can build a team that shares knowledge and responsibilities.

About you

1. You're curious about opportunities

You enjoy researching possibilities and finding ways to turn good ideas into practical support for young people.

2. You believe in skills for life

You understand how funding can open doors to adventure, inclusion and new experiences for young people.

3. You can tell a compelling story

You can help explain why a project matters, what it hopes to achieve and how support will make a difference.

4. You can lead and encourage others

You enjoy supporting volunteers, recognising their strengths and sharing tasks across a friendly team.

5. You build positive relationships

You communicate clearly with colleagues, funders and supporters, and follow through on agreed actions.

6. You stay organised

You can keep track of opportunities, budgets, application deadlines, commitments and reporting requirements.

7. You live our values

You demonstrate integrity, respect, care, belief and cooperation and help make Scouting welcoming and inclusive.

What you'll get from the role

You'll help create opportunities that might not otherwise be possible for young people across West Lancashire. You'll develop experience in fundraising, grant applications, teamwork, planning, communication and relationship-building.

You'll meet inspiring volunteers, learn new skills and see the impact that well-planned funding can make.

Ready to help fund the next adventure for West Lancs Scouts?

Ready to tell the story of West Lancs Scouts?

I've met some amazing people, worked alongside brilliant volunteers and helped secure funding to create exciting opportunities for young people. Seeing fundraising ideas come to life and knowing that the grants and support we secure are helping more young people experience adventure, develop skills for life and discover **A PLACE TO BELONG** 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 developed new skills in fundraising and securing grants. It's amazing to see how our efforts can turn ideas into reality, fund exciting adventures and create opportunities that make a real difference to young people across our West Lancs Scouts family."

I've watched fundraising ideas become reality, seen grants help bring exciting adventures to life and worked alongside brilliant volunteers to secure opportunities that might not otherwise have been possible. Knowing that our efforts help more young people experience adventure, 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 don't need professional fundraising experience or years in Scouting. If you've helped organise an event, applied for a small grant, managed a project or supported a team, that experience counts. We'll help you learn.

2. How much time does it take?

As a guide, allow around 3 hours a week, often in the evenings, for researching opportunities, emails, planning and meetings. Grant deadlines and fundraising events may mean some busier periods; the 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 and 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 –Grants and Fundraising Sub Team Lead

Role description

Outline: Develop and coordinate grant-seeking and fundraising activity that supports West Lancashire Scouts priorities and helps young people aged 4–24 develop skills for life. Work with County and District teams to identify needs, pursue suitable funding and demonstrate the impact of support received.

Responsible to: County Support Team Lead (External)

Responsible for:

Leading and coordinating the County Grants and Fundraising Team and supporting volunteers involved in grant research, applications and fundraising activity.

Main Contacts:

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

Grants and Fundraising Team volunteers

County Leadership Team and other County teams

District Lead Volunteers and District project contacts

County finance leads, project leads and event organisers

County External Relations and Marketing and Communications teams; funders and supporters

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:

- Lead and encourage volunteers researching grants, developing applications and supporting fundraising projects.
- Work with County and District teams to identify priorities, funding needs and suitable opportunities.
- Research grant programmes, eligibility criteria, deadlines and requirements before recommending applications.
- Coordinate the preparation of clear, accurate applications with realistic budgets and measurable outcomes.
- Support fundraising activities and campaigns that are appropriate, inclusive and aligned with County priorities.
- Maintain positive relationships with funders, donors and supporters and ensure appropriate thanks and follow-up.
- Work with External Relations and Marketing and Communications to recognise support and share impact.
- Maintain clear records of applications, decisions, funding conditions, reporting deadlines and agreed actions.
- Work with appropriate finance leads to ensure approvals, financial controls, restricted funding requirements and relevant Scouts policies are followed.

- Review fundraising progress, support funder reporting and share updates with 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
Ability to collaborate with project and finance leads responsibly	Essential
Knowledge required	
An understanding of the structure and principles of The Scouts	Desirable
Previous experience of Scouts	Desirable
Experience of grants, fundraising, event planning or preparing proposals	Desirable
Experience of budgets, project coordination or working with supporters	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