



# Support Handbook

This document is intended to guide members on the services provided by Merseyside Scouts and how to access support. Further information on specialist areas of support can be found within the relevant section of the County website.

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Latest version available via [www.merseysidescouts.com](http://www.merseysidescouts.com)

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**#SkillsForLife**



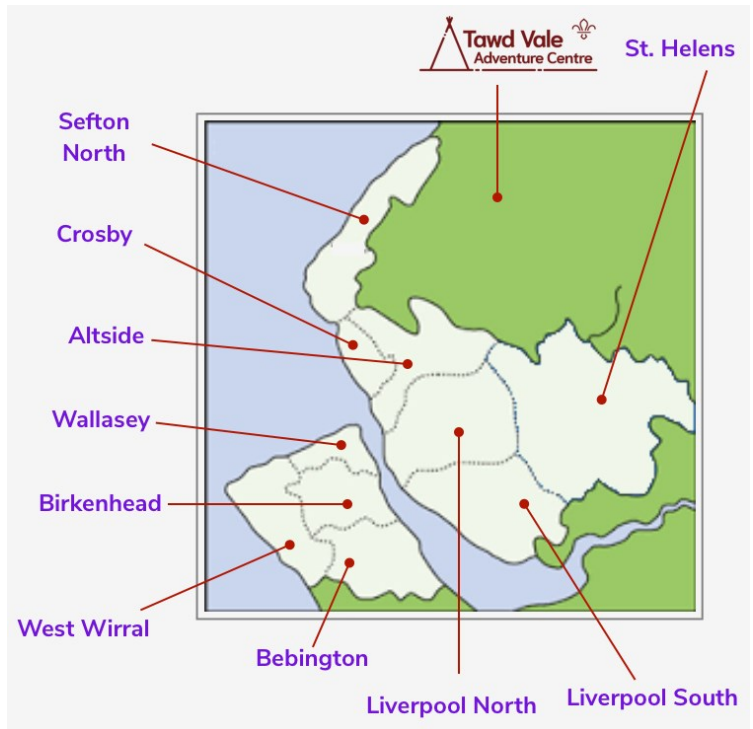
# About Merseyside Scouts

Merseyside Scouts has over 10,000 members, across 145 Scout Groups and 10 Districts, located in the North West of England; which covers the Local Authorities of Knowsley, Liverpool, Sefton, St. Helens and Wirral.

Across Merseyside, there are...

- 8000+ Young People
- 2000+ Regular Volunteers
- 2000+ Occasional Helpers
- 508 Sections and Units, led by Section and Unit Leadership Teams
- 145 Scout Groups, led by Group Scout Leaders
- 10 Districts, led by District Commissioners

Tawd Vale Adventure Centre supports the programme of Merseyside Scouts, as well as offering opportunities to other Scouts, Guides, youth organisations, schools, colleges and other educational establishments.



## How we're structured to support our members...



# County Leadership

The County Leadership manage the support that is provided to our 145 Scout Groups and 10 Districts across Merseyside Scouts. In addition, the County Commissioner has overall responsibility for the management of provision across Merseyside, working closely with District Commissioners and Group Scout Leaders. The County Youth Commissioner is our lead youth representative and leads our engagement with young people.

## County Commissioner

Chris Valentine-Burrows

✉: [chris.valentine-burrows@merseysidescouts.com](mailto:chris.valentine-burrows@merseysidescouts.com)

## County Youth Commissioners

Vacant

✉: -

Vacant

✉: -

## Deputy County Commissioners

Adventure

John Cadman

✉: [john.cadman@merseysidescouts.com](mailto:john.cadman@merseysidescouts.com)

Programme

Nikki Parr

✉: [nikki.parr@merseysidescouts.com](mailto:nikki.parr@merseysidescouts.com)

Skills for Life

Michael Hussey

✉: [michael.hussey@merseysidescouts.com](mailto:michael.hussey@merseysidescouts.com)

Volunteer Support

Daragh O'Malley

✉: [daragh.omalley@merseysidescouts.com](mailto:daragh.omalley@merseysidescouts.com)

# Contact Us

## County Office

3<sup>rd</sup> Floor, Stanley Buildings

43 Hanover Street

Liverpool

L1 3DN

**Telephone:** 0151 707 2671

**Email:** [office@merseysidescouts.com](mailto:office@merseysidescouts.com)

**Web:** [www.merseysidescouts.com](http://www.merseysidescouts.com)

**Opening Hours:** Monday to Friday, 10.30 to 16.30

## Social Media

**Facebook:** [www.facebook.com/merseysidescouts](http://www.facebook.com/merseysidescouts)

**Twitter:** [www.twitter.com/merseysidescout](http://www.twitter.com/merseysidescout)

**Instagram:** [www.instagram.com/merseysidescouts](http://www.instagram.com/merseysidescouts)

**YouTube:** [www.youtube.com/merseysidescouts](http://www.youtube.com/merseysidescouts)

[merseysidescouts.com](http://merseysidescouts.com)

[#SkillsForLife](https://twitter.com/SkillsForLife)

# County Executive Committee

The County Executive Committee supports the County Commissioner in the management of provision across Merseyside in line with our Policy, Organisation and Rules. It also provides governance over the Merseyside County Scout Council charitable entity, as well as the assets of the charity, including oversight of sub-committees.

## Ex-Officio Members

County Commissioner	Chris Valentine-Burrows
County Youth Commissioners	Vacant

## County Chair

David Steer KC DL Esq	✉: david.steer@merseysidescouts.com
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## County Secretary

James Barber	✉: james.barber@merseysidescouts.com
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## County Treasurer

Sam Robinson	✉: sam.robinson@merseysidescouts.com
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## Elected and Nominated Members

### Elected:

Mark Bennett  
Wendy Graham  
John Drysdale  
Phill Richardson  
Alan Seeley

### Nominated:

Daragh O'Malley  
John Cadman  
Michael Hussey  
Nikki Parr  
Peter Oliver

*The chair of the Tawd Vale Steering Group has right of attendance at the County Executive*

## Nominated Youth Representatives

Calum Towers

## Representatives to The Council of The Scout Association

### Ex-Officio:

Chris Valentine-Burrows  
CYCs - Vacant

### Nominated Representatives:

Michael Hussey  
Daragh O'Malley

### Nominated Youth Representatives:

Lucy James

# County Executive Sub-committees

Sub-committees of the County Executive help the County Executive discharge its responsibilities by allowing groups to focus on specific sets of issues. Sub-committees will always include some members of the County Executive, but some may also include other members of Scouting in Merseyside.

## Appointments Advisory and Awards Committee

Responsible for ensuring the healthy operation of adult appointments process and recommending adult awards relating to County-level appointments. Provides search group members as appropriate.

Chair	Alan Seeley	✉: alan.seeley@merseysidescouts.com
Appointments Secretary	Annette Peers	✉: annette.peers@merseysidescouts.com
Assistant App. Secretary	Helen Barlow	✉: helen.barlow@merseysidescouts.com
Awards Advisory Group		✉: awards@merseysidescouts.com

## Risk and Audit Sub-committee

Responsible for conducting internal checks, oversight of risk management, risk assessment and regulatory compliance

Chair	Matt Jones
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## Finance Sub-committee

Responsible for developing finance policy, budget preparation, monitoring and approving income & expenditure

Chair	James Barber
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## Tawd Vale Steering Group

Responsible for Tawd Vale Adventure Centre, including strategic planning, oversight of capital projects, ensuring health & safety, commercial considerations, supporting the ADV (Tawd Vale) and their team with operation of the site.

Ex-officio	Chris Valentine-Burrows David Steer	John Cadman Sam Robinson	Chas Hawkins
Chair	Vacant	✉: -	
Secretary	Vacant	✉: -	
Assistant County Treasurer	Vacant	✉: -	
Lead for Buildings	Bernie Hughes	✉: bernie.hughes@merseysidescouts.com	
Lead for Capital Projects	Les Shaw	✉: les.shaw@merseysidescouts.com	
Lead for Commercial	Dan Sedgwick	✉: dan.sedgwick@merseysidescouts.com	
Lead for Estates	Luke Pickavance	✉: luke.pickavance@merseysidescouts.com	
Lead for Finance	Vacant	✉: -	
Lead for Health & Safety	Vacant	✉: -	
Lead for Strategic Finance	Matt Donnelly	✉: matt.donnelly@merseysidescouts.com	
Lead Warden	Julie Moss	✉: julie.moss@merseysidescouts.com	
Sub-committee Member	Mark Bennett	✉: mark.bennett@merseysidescouts.com	
TV SASU Manager	Sue Taylor	✉: sue.taylor@merseysidescouts.com	

# District Leadership

District Commissioners lead Scouting in their District, on behalf of Merseyside Scouts and are responsible for appointing and supporting Group Scout Leaders, District Explorer Scout Commissioners and District Scout Network Commissioners. District Commissioners also build a team of Assistant District Commissioners and District Scouters to support them in their responsibilities.

## Altside District Commissioner

Paul Clare

✉: paul.clare@merseysidescouts.com

## Bebington District Commissioner

Chris Gerrard

✉: chris.gerrard@merseysidescouts.com

## Birkenhead District Commissioner

Matt Jones

✉: matt.jones@merseysidescouts.com

## Crosby District Commissioner

Rob Gorst

✉: rob.gorst@merseysidescouts.com

## Liverpool North District Commissioner

Helen Hannigan

✉: helen.hannigan@merseysidescouts.com

## Liverpool South District Commissioner

Ben Elman

✉: ben.elman@merseysidescouts.com

## Sefton North District Commissioner

Sid Ludlow

✉: sid.ludlow@merseysidescouts.com

## St. Helens District Commissioner

Karen Ackers

✉: karen.ackers@merseysidescouts.com

## Wallasey Acting District Commissioner

Ian Bell

✉: ian.bell@merseysidescouts.com

Laura Pringle

✉: laura.pringle@merseysidescouts.com

## West Wirral District Commissioner

Andy Longstaff

✉: andy.longstaff@merseysidescouts.com

# Adventure

## Activities

Responsible for supporting the development of Adventurous Activities across the County. Specifically, the Activity Permit Scheme, training and support for activities, and supporting District management of the Nights Away Permit Scheme.

Assistant County Commissioner	Vacant	✉: -
<b>Activity Permit Scheme</b>		
Manager (MAPS)	Alex Sharp	✉: alex.sharp@merseysidescouts.com
<b>County Assessors:</b>		
Hill Walking, Climb. & Abseil.	Alex Carroll	✉: alex.carroll@merseysidescouts.com
Bell B., Kayak., Canoe., Raft.	Ian Bell	✉: ian.bell@merseysidescouts.com
Dinghy Sailing, Power B.	Ian Butler	✉: ian.butler@merseysidescouts.com
Hill Walking	Jennifer Dodd	✉: jennifer.dodd@merseysidescouts.com
Dinghy Sailing, Power B.	Jamie Fanning	✉: jamie.fanning@merseysidescouts.com
Dinghy S., Power B., Keel B.	Kevin Day	✉: kevin.day@merseysidescouts.com
Archery	Paul Clare	✉: paul.clare@merseysidescouts.com
Dinghy Sailing, Power B.	Paul Harris	✉: paul.harris@merseysidescouts.com
Bell Boating, Kayaking	Ray Hardman	✉: ray.hardman@merseysidescouts.com
Dragon Boating	Roy Smith	✉: roy.smith@merseysidescouts.com
<b>Nights Away Permit Scheme (NAPS)</b>		
Supporter of the NAPS (SNAPS)	Vacant	✉: -
<b>County Nights Away Assessors</b>		
Greenfield	Alistair Cubbin	✉: alistair.cubbin@merseysidescouts.com
Greenfield	John Cadman	✉: john.cadman@merseysidescouts.com

Refer to [www.merseysidescouts.com/activities](http://www.merseysidescouts.com/activities) for specialist advice, and information on our Activity Permit application process.

## International

Responsible for supporting the development of international opportunities, engagements and Section programme support. Directly responsible for managing County-led international expeditions and experiences such as World Scout Jamborees, Explorer Belt Expeditions and specific opportunities.

Assistant County Commissioner	Alistair Cubbin	✉: alistair.cubbin@merseysidescouts.com
<b>International Support Team</b>		
	Alex Carroll	✉: alex.carroll@merseysidescouts.com
	Brian McKee	✉: brian.mckee@merseysidescouts.com
	Frances Greaney	✉: frances.greaney@merseysidescouts.com
	Jack Roberts	✉: jack.roberts@merseysidescouts.com
	Jess Fogg	✉: jess.fogg@merseysidescouts.com
	Matthew Townend	✉: matthew.townend@merseysidescouts.com
	Tish McKee	✉: tish.mckee@merseysidescouts.com
	Pamela Tompsett	✉: pamela.tompsett@merseysidescouts.com
	Susan Cadman	✉: -

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## 25<sup>th</sup> World Scout Jamboree - Unit 54 Leadership Team

Unit Leader	Vicky Kelly	✉: vicky.kelly@merseysidescouts.com
Assistant Unit Leaders	Debbie Peers	✉: debbie.peers@merseysidescouts.com
	Jack Roberts	✉: jack.roberts@merseysidescouts.com
	Sarah Pye	✉: sarah.pye@merseysidescouts.com

## Merseyside Event Support Active Support Unit

Responsible for providing support to County-run events.

Scout Active Support Manager	Vacant	✉: -
Scout Active Support Members	16 other members	

## Merseyside First Aid Support Team (Mfast)

And Active Support Unit responsible for providing first aid support to internal and external events, and for supporting the development of our culture of safety. Available to support District and Group events, as available of the team allows.

Scout Active Support Manager	Les Shaw	✉: les.shaw@merseysidescouts.com
Scout Active Support Members	16 other members	

## Tawd Vale Adventure Centre

Responsible for managing the operations and development of Tawd Vale as a centre of adventure for the County. All "Team Tawd" volunteers are members of the Tawd Vale Scout Active Support Unit, and are part of the buildings, estates, commercial and/or programme teams. Wardens have additional roles permitting them to open the site to users.

Assistant County Commissioner	Chas Hawkins	✉: chas.hawkins@merseysidescouts.com
Scout Active Support Manager	Sue Taylor	✉: sue.taylor@merseysidescouts.com
Scout Active Support Coordinator	Charmaine Lewis	✉: charmaine.lewis@merseysidescouts.com
Scout Active Support Members	Approximately 80 other members	
Lead Warden	Julie Moss	✉: julie.moss@merseysidescouts.com
Wardens	Andy Hughes	✉: andrew.hughes@merseysidescouts.com
	Bernie Hughes	✉: bernie.hughes@merseysidescouts.com
	Chas Hawkins	✉: chas.hawkins@merseysidescouts.com
	Craig McKee	✉: craig.mckee@merseysidescouts.com
	Daniel Sedgwick	✉: dan.sedgewick@merseysidescouts.com
	Ian Bench	✉: ian.bench@merseysidescouts.com
	Jennifer Turner	✉: jennifer.turner@merseysidescouts.com
	Ken Smith	✉: ken.smith@merseysidescouts.com
	Kevin Jones	✉: -
	Laura Bench	✉: laura.bench@merseysidescouts.com
	Lesley Andrews	✉: lesley.easthope@merseysidescouts.com
	Luke Pickavance	✉: luke.pickavance@merseysidescouts.com
	Thomas Howarth	✉: tom.howarth@merseysidescouts.com



# Programme

Our Programme Team lead the support that the County provides to our Sections and Units across our 145 Scout Groups and 10 Districts to deliver a full programme that allows our young people to develop skills for life and achieve Top Awards. They support those responsible for supporting the programme within Districts. They also determine and manage the implementation of County-level events to support our sections to deliver the programme. Our Programme Team lead on the County-level recognition of young people who have achieved Top Awards, including external awards. Our specialist support for the Duke of Edinburgh Award is available to provide advice and to organise the delivery of the scheme across the County.

## Squirrels

County Adviser	Matt Coles	✉: matt.coles@merseysidescouts.com
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## Beaver Scouts

Assistant County Commissioner	Vacant	✉: -
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## Cub Scouts

Assistant County Commissioner	Kate Barwise	✉: kate.barwise@merseysidescouts.com
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## Scouts

Assistant County Commissioner	Gary Allwood	✉: gary.allwood@merseysidescouts.com
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## Explorer Scouts

Assistant County Commissioner	Vacant	✉: -
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## Scout Network

Assistant County Commissioner	Matt Fitzpatrick	✉: matt.fitzpatrick@merseysidescouts.com
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## Programme Achievement

Assistant County Commissioner	Lee Allwood	✉: lee.allwood@merseysidescouts.com
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## Young Leader Training

Manager	Iain Parr	✉: iain.parr@merseysidescouts.com
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## Queen's Scout Award

Co-ordinator	Lee Allwood	✉: lee.allwood@merseysidescouts.com
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## Duke of Edinburgh's Award

Co-ordinators	Dave Price	✉: dave.price@merseysidescouts.com
	Sue Taylor	✉: sue.taylor@merseysidescouts.com

# Skills For Life

Our Skills For Life Working Groups lead specific projects in support of growth, youth shaped, inclusivity and community impact. The Growth Project Working Group is specifically constituted within the County Executive Committee as the Group that provides governance to the investment made by the County and external funders, in support of opening new Sections and strengthening Sections.

## Merseyside Growth Project Working Group

Working group that oversees the growth & development projects involving the Merseyside Growth & Development Officer. This is a working group of Merseyside County Scouts.

Chair	Michael Hussey	✉: michael.hussey@merseysidescouts.com
Member	Barbara Hughes	✉: barbara.hughes@merseysidescouts.com
Funded Projects Coordinator, North	Faye Royle	✉: faye.royle@scouts.org.uk
Growth & Development Officer	Jo Green	✉: jo.green@scouts.org.uk

Members of this Working Group vary depending on the projects that are active at the time.

## Wirral Growth Project Working Group

Working group that oversees the growth & development projects involving the Wirral Growth & Development Officer. This group is a common working group of the four Wirral Scout Districts – Bebington, Birkenhead Wallasey and West Wirral

Chair	Gareth Roberts	✉: gareth.roberts@bebingtonscouts.org.uk
Funded Projects Coordinator, North	Faye Royle	✉: faye.royle@scouts.org.uk
Growth & Development Officer	Karen Currums	✉: karen.cummuns@scouts.org.uk

Members of this Working Group vary depending on the projects that are active at the time.

## Mental Health Awareness

County Adviser	Jess Makin	✉: jess.makin@merseysidescouts.com
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# Volunteer Support

## Adult Training

Responsible for managing learning and skills development. They provide formal and informal training directly to adult volunteers across all our Groups and Districts; as well as those volunteering at County-level. Local Training Managers are the primary point of contact within a District or specialist area (e.g. Tawd Vale, Merseyside First Aid Support Team and Managers & Supporters) for enquiries relating to Adult Training.

### County Training Manager

Leader Support	Brenda Hope	✉: <a href="mailto:brenda.hope@merseysidescouts.com">brenda.hope@merseysidescouts.com</a>
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### Local Training Managers:

Altside	Colin Malkin	✉: <a href="mailto:colin.malkin@merseysidescouts.com">colin.malkin@merseysidescouts.com</a>
Bebington	Hazel Woodward	✉: <a href="mailto:hazel.woodward@merseysidescouts.com">hazel.woodward@merseysidescouts.com</a>
Birkenhead	Lizzie Bridglock	✉: <a href="mailto:lizzie.bridglock@merseysidescouts.com">lizzie.bridglock@merseysidescouts.com</a>
Crosby	Mike Carr	✉: <a href="mailto:mike.carr@merseysidescouts.com">mike.carr@merseysidescouts.com</a>
Liverpool North	Steve Parry	✉: <a href="mailto:steve.parry@merseysidescouts.com">steve.parry@merseysidescouts.com</a>
Liverpool South	Ben Elman	✉: <a href="mailto:ben.elman@merseysidescouts.com">ben.elman@merseysidescouts.com</a>
Sefton North	Heather Skelland	✉: <a href="mailto:heather.skelland@merseysidescouts.com">heather.skelland@merseysidescouts.com</a>
St. Helens	Wes Sloane	✉: <a href="mailto:wesley.sloane@merseysidescouts.com">wesley.sloane@merseysidescouts.com</a>
Wallasey	Laura Pringle	✉: <a href="mailto:laura.pringle@merseysidescouts.com">laura.pringle@merseysidescouts.com</a>
West Wirral	Graham Barley	✉: <a href="mailto:graham.barley@merseysidescouts.com">graham.barley@merseysidescouts.com</a>
	Phill Richardson	✉: <a href="mailto:phill.richardson@merseysidescouts.com">phill.richardson@merseysidescouts.com</a>
Tawd Vale and Mfast Manager & Supporters	Mandy Foulkes	✉: <a href="mailto:mandy.foulkes@merseysidescouts.com">mandy.foulkes@merseysidescouts.com</a>
	Vacant	✉: -

## Outdoor Skills Active Support Unit

Responsible for running a training weekend to help volunteers learn new skills to support the delivery of outdoor elements of our programmes to young people.

Outdoor Skills ASU Manager	Mike Winrow	✉: -
Outdoor Skills ASU Members	15 other members	

## Membership Data and Engagement Support

Responsible for ensuring the best use of the data we have available to us to support the engagement of our members.

Manager	Matt Donnelly	✉: <a href="mailto:matt.donnelly@merseysidescouts.com">matt.donnelly@merseysidescouts.com</a>
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## Digital Communications and Media

Responsible for digital communications, internally and externally, include managing our channels and campaigns.

Digital Engagement Manager	John Pouton	✉: <a href="mailto:john.pouton@merseysidescouts.com">john.pouton@merseysidescouts.com</a>
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## Safeguarding Awareness

To provide support to members and processes around safeguarding, including the promotion of a safeguarding culture within all parts of the County, offering information and advice to members on the implementation of Safeguarding, Intimate Care and Youth member Anti-bullying policies.

County Adviser	Nikki Parr	✉: <a href="mailto:nikki.parr@merseysidescouts.com">nikki.parr@merseysidescouts.com</a>
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# Central Support

## Presidents and Vice Presidents of Merseyside Scouts

Our honorary Presidents and Vice Presidents help to promote the wellbeing and perception of Scouting in the wider community, connecting Scouting with the local community to help foster relationships between Scouting and other organisations and institutions.

President	Mark Blundell, His Majesty's Lord-Lieutenant of Merseyside
Vice Presidents	Peter Oliver Alan Seeley Eric Morton

## County Administrators

Responsible for providing administrative support to the Leadership Team, the Officers of the County Executive Committee and wider Leadership and Support Team members, in the delivery of support. Also available to answer County-specific questions from Members, which cannot be answered by The Scout Association's Information Centre.

Annette Peers	☎: 0151 707 2671	✉: annette.peers@merseysidescouts.com
Helen Barlow	☎: 0151 707 2671	✉: helen.barlow@merseysidescouts.com

The County Office is open Monday to Friday between 10.30 and 16.30.

## Digital Services

Responsible for managing and developing the infrastructure used by the County for the delivery of digital services.

Digital Support Team		✉: digital.support@merseysidescouts.com
Digital Services Manager	Calum Towers	✉: calum.towers@merseysidescouts.com
Digital Services Team Member	Chris Rutter	

## Safety Advice

Responsible for advising on safety.

Safety Adviser	Matt Jones	✉: matt.jones@merseysidescouts.com
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## Data Protection

Responsible for defining and managing the County's data protection policies and compliance with General Data Protection Regulations.

Data Protection Officer	Alan Seeley	✉: alan.seeley@merseysidescouts.com
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