

Role Description

County Centre Administrator



Purpose of the role:

Responsible for the effective and efficient management of the bookings systems at the Sir John Lowther County Scout Centre (County Centre).

Place of work: Sir John Lowther County Scout Centre.

Responsible to: Centre Manager

Hours of work: 15 hours per week

Flexible to meet the requirements of the Centre with some evenings and weekend working.

Remuneration of role: National Living Wage

Additional information: A job share would be considered.

Responsible for: N/A

Main Tasks

Administrative:

- Responsible for the administrative functions associated with the control of bookings at the County Centre.
- Responsible for the financial procedures as required by the Centre Manager including preparation of quotes and managing bills and invoices within the Xero System.
- Maintaining the Bookings Calendar and records
- Responsible for maintaining Centre information sheets and forms.
- Production of reports and other information as required by the Centre Manager
- Ensuring feedback from users is collected and reported.

General:

- Responding to out of hours call out when necessary and available as a key holder (if local)
- Involved in meeting and briefing potential users of the County Centre and responding to enquiries about the facilities and availability.
- Involved in preparing the centre for customers and meeting and greeting customers when they arrive.
- Attendance at meetings relating to the County Centre as appropriate.

Note:

- The role description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.
- The post holder will become a member of the Scout Association

- The post holder will need to be able to access transport to the Centre

Training Requirements:

Module 1: Essential Information

Module 10: First Aid

Safety

Safeguarding

GDPR

Person Specification**Essential Criteria**

- Excellent interpersonal skills
- Effective communication skills and ability to communicate at all levels
- Able to work with minimal direction
- Previous office and administrative experience
- A working knowledge of IT systems including Microsoft Office
- Able to plan and organise resources, whilst managing own time and workload
- Previous financial management experience commensurate to the role
- Ability to work flexible hours as per business need
- Ability to work some evenings and weekends as required
- Ability to perform the out of hours function as and when required

Desirable Criteria

- Knowledge of Scouting
- Customer service experience
- Sound report writing skills including the production of management information
- A working knowledge of the Xero financial management system