

Role Description

County Administrator



Purpose of the role:

- To ensure the professional, effective and efficient running of administrative and support functions of Northamptonshire Scouts.
- To provide continuity in the administrative function of Northamptonshire Scouts

Place of work: Home Based

Responsible to: County Chairman

Responsible for: N/A

Hours of Work: Between 10 - 15 hrs per week – Flexible around a core availability with one pre-arranged evening meeting per month (usually on zoom).

Remuneration of role: Minimum Living Wage

Main Responsibilities:

- To work closely with the Chairs of designated county meetings¹, and be responsible for the administration of the meeting to include location booking, agenda setting, distribution, record keeping, preparation of documents and following tasks allocated.
- To carry out any other administrative duties connected to designated meetings as directed by the Chair of that meeting
- Compilation and circulation of correspondence as directed by the Senior Management Team (SMT)
- Working closely with the County Secretary to assist in the preparation of papers etc for Council meetings
- To be responsible for the maintenance of county records as directed
- Production of reports and other information as required by the SMT
- Supporting any Growth and Development activities as agreed by the SMT

Notes:

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 meetings as required.
- IT equipment will be provided.

¹ Centre Management; Finance and General Purposes plus Team meetings

Training Requirements:

- Module 1: Essential Information
- 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 and Zoom.
- Able to plan and organise resources, whilst managing own time and workload.
- Ability to work flexible hours as per business need.
- Ability to work evenings at offsite locations when necessary.
- A satisfactory DBS clearance
- A commitment to ensuring the confidentiality of sensitive and personal information.

Desirable Criteria

- Knowledge of Scouting
- Sound report writing skills including the production of management information.