

District Administrator

Hemel Hempstead District Scouts are looking for expressions of interest from individuals to work on a self-employed basis to support the administrative functions of the district.

We anticipate the role would require approx. 8 – 10 hrs per week (varying week-to-week and likely be weighted to school term time).

We are looking to agree payment of approximately £10/hr - plus covering any out of pocket expenses.

Event support

- Liaising with organisers to produce information/letters to leaders/YP for distribution according to pre-agreed timetables
- Creating PDF or print copies and distributing electronically/by post to ensure all YP know about opportunities available to them
- Loading event details onto the booking system – liaising with organisers to provide details of bookings after the deadline has passed

Communication

- Sending out ad-hoc email communications as required
- Promoting the scout shop & ensuring groups have leaflets to give out at the beginning of each term
- Maintaining the online district diary and uploading attachments to ensure they're available to all leaders
- Regular e-newsletter to all reminding of forthcoming events & deadlines

Finance support

- Reconciliation of district accounts on Xero (book-keeping software)
- Production of regular reports prior to each district executive meeting and to support the creation of the annual accounts
- Support the census process and invoicing for annual membership fees

Executive committee support

- Reminders about forthcoming meetings, requests for reports and prompts for actions agreed
- Compiling and sending the agenda document
- Attending meetings (7 evenings per year), taking notes at the meeting & distributing afterwards
- Creation of trustees report to submit to Charity Commission each year

Interface with external organisations

- Contacting/responding organisations such as the local authority, local charitable organisations (Lions, Rotary etc)
- Distributing press releases to the local media and publishing on social media to promote our successes and volunteer opportunities
- Updating the Volunteer Centre with opportunities to volunteer with the charity

General Admin

- HQ bookings (with the help of an online book system)
- General point of contact for energy companies and other suppliers (alarm and fire extinguisher contracts etc)
- Maintain master list of keyholders and bank signatories
- Deal with lottery commission payments from Herts Scouts
- Main contact point for DBC for rates relief for the buildings we run