

Hemel Hempstead District Scouts

District Administrator role

Communication

- Sending out email communications to members
- Promoting the scout shop & ensuring groups have leaflets/information 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
- Gathering information and co-ordinating the production of a regular e-newsletter to all reminding of forthcoming events & deadlines

Event support

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

Finance support

- Setting up and monitoring payment schedules for events and activities
- Providing financial information on event bookings to the District Treasurer
- Holding login details and transferring funds from Stripe and Paypal accounts as part of the end-of-District-events admin.

Executive Committee and District Commissioner support

- Sending reminders about forthcoming meetings, requests for reports and prompts for actions agreed
- Compiling and sending the agenda document
- Attending meetings (10 evenings per year), taking notes at the meeting & distributing afterwards
- Creation of trustees report to submit to Charity Commission each year
- Register as the point of contact to the Charity Commission
- Maintain electronic storage of all District documents
- Supporting the administration of the annual District census

Interface with external organisations

- Contacting/responding to organisations such as the local authority, local charitable organisations 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)
- Commissioning basic maintenance in our two Scout HQs
- General point of contact for energy companies and other suppliers (alarm and fire extinguisher contracts etc) for buildings considered responsibility of the District
- Maintain master list of keyholders and bank signatories
- Deal with lottery commission payments and other contacts from Herts Scouts
- Main contact point for DBC for rates relief for the buildings we run, annual appointment of president and any other Council related matters.
- Any other administrative tasks by mutual agreement that are relevant to the role.