

Volunteer Opportunity: Administrator to the Board of Trustees

Greater London Middlesex West County Scout Council

We are seeking a well-organised and reliable volunteer to provide administrative support to the County Board of Trustees. This role plays an important part in ensuring the County is well governed and able to support Scouting across Greater London Middlesex West.

What you'll do

- Set up and coordinate Board of Trustees meetings, both face to face and online using Microsoft Teams
- Prepare and circulate agendas and meeting papers
- Take accurate minutes and follow up on actions
- Maintain the County's SharePoint site for Board meetings, ensuring papers and minutes are well organised and easy to access

What we're looking for

- Good organisational and communication skills
- Confidence using Microsoft Office and Microsoft Teams
- Ability to handle confidential information appropriately
- Willingness to work independently and meet agreed deadlines

Experience of SharePoint or previous committee support would be helpful, but training and support will be available.

What you'll get

- A chance to make a meaningful contribution to local Scouting
- Experience of governance and working with trustees
- Flexible volunteering that fits around your other commitments

This is a voluntary role. Safeguarding training and a basic disclosure check will be required in line with The Scout Association's policies.

2. Short Role Summary

Administrator to the Board of Trustees

The Administrator supports the effective governance of the Greater London Middlesex West County Scout Council by coordinating Board meetings, managing papers and minutes, and maintaining the County's SharePoint site for trustees. The role ensures trustees are well supported, informed, and able to carry out their responsibilities efficiently.

3. Job Description

Job Description

Role Title: Administrator to the Board of Trustees

Organisation: Greater London Middlesex West County Scout Council

Reporting to: Chair of the Board of Trustees

Location: Hybrid – face-to-face and online (Microsoft Teams)

Hours: Volunteer / part-time (as agreed)

Purpose of the Role

The Administrator to the Board of Trustees supports the Board in fulfilling its governance responsibilities in line with The Scout Association's Policy, Organisation and Rules (POR). The role provides effective administrative support, enabling trustees to focus on strategic leadership, oversight, and compliance.

Key Responsibilities

Trustee Board Administration

- Coordinate meetings of the Board of Trustees, including face-to-face meetings and online meetings using Microsoft Teams
- Prepare and circulate agendas in consultation with the Chair
- Distribute papers to trustees in advance of meetings
- Record clear and accurate minutes and maintain a record of decisions and actions
- Support the Chair in ensuring actions are followed up

Information and Records Management

- Maintain accurate and up-to-date records of Board papers, minutes, and governance documents
- Ensure information is stored securely and in accordance with data protection and Scouts policies

SharePoint and Digital Governance

- Maintain and update the County's SharePoint site for Board of Trustees meetings
- Upload agendas, papers, minutes, and supporting documents
- Manage access so trustees can easily find the information they need

Support and Communication

- Act as a key point of contact for trustees on administrative matters
- Support effective communication between the Board and appropriate County volunteers
- Assist with other governance-related administration as required

Skills and Experience

Essential

- Strong administrative and organisational skills
- Good written communication, including minute-taking
- Confidence using Microsoft Office and Microsoft Teams
- Ability to work independently and manage confidential information

Desirable

- Experience supporting a board, committee, or trustees
- Experience of using SharePoint
- Understanding of, or willingness to learn about, Scout governance

Safeguarding

The role holder must comply with The Scout Association's safeguarding policies and complete all required training and checks.

If you are interested, please contact Paul Dickson Paul.Dickson@glmwscouts.org.uk