

County Administrator

Greater London Middlesex West Scouts

Vacancy Pack and Role Description

ROLE DESCRIPTION

This vacancy is for a County Administrator within GLMW Scouts, which operates through over 120 Scout Groups in the County. The Groups are organised into 12 Districts who provide local management and coordination to support over 8,000 youth members and more than 2,000 adult volunteers, who undertake roles including working directly with young people, adults who manage and support other adults, adults who are experts in programme and activity areas, adults who support elements of the programme through Scout Active Support Units, as well as the Scout Network which provides development activities for adults aged 18-25.

The County Administrator, working in tandem with members the County Senior Leadership Team and wider County Team, coordinates the administration of a number of the programmes operated by the county, the administration needs of the County Team, the County Executive and the County Commissioner.

Role Outline

A key purpose of the role is to ensure a high quality and responsive management of the administrative tasks of the County organisation. This includes providing support for:

DofE

- Register participants
- Print certificates
- Handle queries
- Action transfers
- Admin support for Expedition Programme

Jack Petchey Award Programme

- Collect nominations
- Submit grant reports (June & November)
- Awards evening (preparation and coordinate on the evening)
- Leader awards
- Small grant applications
- Collect small grant reports

Meetings

- Book venues, send meeting requests, agendas and take minutes for District Commissioner Team & County Leadership Team meetings

OSM

- Distribute passwords
- Set up user access

OSM (cont.)

- Assign groups to correct district
- Handle queries

General Admin

- Day to day enquires from leaders
- Share notices
- DBS searches
- Update our database on the Scout system (Compass) as required
- Book and send invitations to additional team meetings
- Send reminders for activity permits due to expire
- General admin at PACCAR Scout Camp
- Update Compass with PACCAR activity permits
- Support the County Leadership team with tasks as required
- Collect mini census information
- Printing
- Collation and distribution of the County News Update MX News
- Sharing News and Updates via our Facebook page and Twitter feed

Responsible to:

County Commissioner.

Main Contacts:

County Executive Committee, other County Team members, members of the County Executive, HQ Specialist Advisors, other external organisations that work with GLMW Scouts, District Commissioners, Group Scout Leaders.

Appointment requirements:

Must successfully complete the appointment process (including acceptable personal enquiries, DBS check and acceptance of The Scout Association's policies).

Person Specification

The County Administrator must:

- Be able to build a positive and active relationship with the County Team, District Commissioners, and Group Scout Leaders
- Be enthusiastic, proactive and able to enthuse others
- Be able to travel across the County
- Have good written and communication skills
- Be computer literate
- Be able to work well in meetings
- Be articulate
- Be persuasive
- Be able to work within predefined limits (for examples timescales and budgets)
- Accept the policies and rules of The Scout Association

Employment Conditions

The County Administrator Role is a paid role with both salary and pension contributions. Details will be available on application. The role will be for 24 hours of paid activity per week.

Application form for County Administrator, GLMW

If you are interested in the role, please complete the application form below. It should then be sent to our County Commissioner by email at richardwilliams@glmwscouts.org.uk or the County Chairman at Chad.Lake@glmwscouts.org.uk or by post to the GLMW Scout County Office: PACCAR Scout Campsite, Denham Lane, Chalfont St Peter, Buckinghamshire.

Please note that the closing date for receipt of applications is **17th December 2018.**

Name	
Address	
Telephone number	
E-mail address	
Their Scout Association membership number (if appropriate and known)	

Please explain why you are applying for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description).

Please describe the relevant skills that this person has for the role (refer to role description).

Greater London Middlesex West Scouts



ABOUT US

Greater London Middlesex West ("GLMW") has over 8,000 youth members and more than 2,000 adult volunteers. GLMW operates through over 120 Scout Groups in the London Boroughs of Brent, Ealing, Harrow, Hammersmith & Fulham, Hillingdon, Hounslow, Kensington & Chelsea, and City of Westminster. The Groups are organised into 12 Districts who provide local management and coordination. We also run our own campsite, PACCAR Scout Camp at Chalfont St Peter.



SUPPORTING ADVENTURE

GLMW is responsible for supporting the delivery of active and adventurous programmes for 6 and 7-year-old Beaver Scouts, 8 - 10½-year-old Cub Scouts and 10½ - 13-year-old Scouts organised in Scout Groups. The County also supports District based 14 - 17-year-old Explorer Scout Units and the 18 - 25-year-old Scout Network section.



In all sections we strive to deliver a balanced and exciting programme with a focus on outdoor activities and adventure.

DIVERSITY AND INCLUSION

Scouting is for all and we aim to be as diverse as the communities we serve. This means putting our inclusivity policies into practice to ensure that our membership is representative of the broader communities in which we operate at all levels. Scouting is a fully inclusive movement with Diversity, Religious and Equal Opportunities policies which assure the inclusion of youth and adult members of all (or no) faith, class, ethnic origin and nationality, gender, marital status, sexual orientation and abilities/disabilities.



FIND OUT MORE

To find out more about us, please visit www.glmwscouts.org.uk

NEW TO SCOUTING?

WHO WE ARE IN THE UK

Every year we help over 500,000 young people in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and reach their full potential. And it's not just young people who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available. The Scout Movement is organised in to a set of Areas, Regions and Counties across the Country. GLMW is one of the Scout Counties.

To find out more about the wider Scout movement in the UK go to

www.scouts.org.uk.



VOLUNTEERING

Volunteering for us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people? How much time you give is up to you, and you don't need any previous experience.

We have a huge variety of roles to suit everyone, and whatever you choose, we'll make sure you're properly trained and supported.

WHO ARE YOU?

We're looking for someone with the energy, drive and enthusiasm to support our adult volunteers as our County Administrator. You will help us to ensure that our volunteers get the information they need and support to manage their data to ensure the best use of their time in supporting young people.

STRUCTURE OF THE SCOUT COUNTY

An outline schematic of the Line Management structure in the County:



The County Administrator is an employed role. The role is employed on behalf of the GLMW County Scout Council by the County Executive. The County Commissioner line manages and supports the County Administrator.