

# **Role Description**

## **Regional Administrator and Minute Secretary**

**Role Title:** Regional Administrator and Minute Secretary

**Role purpose:** To support the Regional Commissioner in administrative matters relating to the East of England Region.

**Reports to:** Regional Commissioner

**Line management responsibilities:** Nil

**Requirements of the role:** If it becomes necessary, to undergo and receive a satisfactory Scout Association DBS check. To accept the fundamentals of Scouting.

### **Key internal relationships:**

- County Commissioners
- Regional Development Manager
- Regional Development Officers
- County Treasurers (one County Treasurer manages the accounts of the Region)

### **Key external relationships:**

- Meeting/ conference venues

### **Main tasks:**

- In consultation with the Regional Commissioner arrange County Commissioner meetings (three per year) ensuring appropriate venues are sourced
- In consultation with the Regional Commissioner arrange Regional Deputy County Commissioner meetings for various disciplines and provide administrative support as required
- Take minutes/ notes at meetings
- Provide general administrative support related to meetings
- Provide general administrative support to Regional conferences/ events

### **Time commitment:**

- Attend three Regional CC meetings per year (usually full day on a Saturday)
- Attend, as required and as time permits, Regional DCC meetings to take notes
- Attend, as required and as time permits, regional conferences/ events to provide general administrative support (perhaps one weekend per year)
- Time to write up and edit notes/ minutes
- Time to source and book venues

**Person specification:**

(E) Essential            (HD) Highly desirable            (D) Desirable

**Knowledge:**

- Knowledge of the structure of the Scout Association at a national and local levels **(D)**

**Experience:**

- Experience of minute/ note taking **(E)**
- Experience of providing administrative support to committees **(HD)**
- General administrative experience **(HD)**

**Skills:**

- Excellent written and verbal communication skills, showing a high degree of accuracy with written notes/ minutes **(E)**
- Good IT skills in the use of email and appropriate word processing software **(E)**

**Characteristics**

- Discretion and ability to maintain confidentiality **(E)**