



District Appointments Sectary

Outline: To assist the District Chairperson and District Commissioner (DC) in the effective administration of Dartford District Scout District in accordance with Policy Organisation and Rules (POR) of the Scout Association and direction from the Dartford District Scout Council (DDSC)

Responsibilities: The provision of sound administrative support and information to Dartford Scout District

Responsible to: District Chairperson & DC

Main contacts: District Chairperson, District Treasurer, District Commissioner, DDCs, ADCs, Local Training Manager, Members of the District Executive, District Scout Network Commissioner, District Explorer Scout Commissioner and Explorer Scout Leaders, Group Scout Leaders and Secretaries, Gilwell Park Scout HQ, "Want to Join Enquiries" (0845 number and e-mail).

Appointment Requirements: To understand and accept The Scout Association's policies and have a satisfactory DBS Clearance and to complete Module One of the Scout Association's Adult Training Scheme

Main Tasks

- Maintain effective communication with the District Chairperson, District Secretary, District Commissioner and other members of the District Executive and District Team as appropriate
- Maintain such records and lists of members and associate members on Compass – the online Scout membership system, for the efficient administration of the Scout District (including District Directory and Email lists)
- Plan and run the Adult Appointment Committee (AAC) every 6 weeks in accordance with POR
- Receive adult long service awards and certificates and distribute to GSL's and the DC as required
- Organise and provide administrative support to such events as the St. George's Day Celebration, Awards Presentations and other events as necessary
- Provide administrative support to:
 - District Chairperson, District Commissioner and District Explorer Scout Commissioner
 - District Training Manager, ensuring the effective administration of all training
 - Other members of the District Team and District Executive, copying and mailing as appropriate and necessary
- Any other duties as may reasonably be required by the District Chairperson, or District Commissioner

Hours per week: As necessary no fixed hours but likely average of 2hrs spread throughout the week. The applicant needs to be available during some daytime hours to handle telephone and email enquiries as well as being able to attend various evening and weekend meetings with advance notification.

Personal Specification

Skills

- Good interpersonal skills (E)
- Excellent planning, organisational, administrative, problem-solving skills (E)
- Effective communications skills (written, oral, numerate, literate, keyboard skills)(E)
- Good team work, working with and providing support to other adults (E)
- Able to manage a diverse workload, able to prioritise, work to deadlines/budgets (HD)
- Ability to work on own initiative (HD)
- Ability to work effectively with Word, Excel, Internet Explorer etc.

Knowledge/Qualifications

- Knowledge of the Scout Movement (D)
- Understanding, acceptance and demonstration of fundamentals/values of Scouting (D)

Experience

- Well developed administrative skills and aptitudes (E)
- Previous responsibility for delivery on time, in budget, to quality of a variety of projects, events, activities and office maintenance (HD)
- Use of information technology (HD)
- Preparation/production of written and other styles of resources (D)

Personal

- Day time availability also for unsocial hours, weekends/evening work (E)
- Positive, personable, approachable manner (E)
- Open minded, articulate, flexible (E)
- Self-motivated (E)

Dartford District Scout Council

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District Commissioner: Leigh Villiers District Chair: Yvette Knight

Registered Charity Number 303367 (England and Wales)