

Role description for a ... County Scout Network Administrator



Item Code FS330022 Date February 09 Edition no 3

0845 300 1818

Title: County Scout Network Administrator

Outline: To create and keep up to date the records of the County Scout Network and its Members.

Responsible for: Maintaining accurate records of membership to the Scout Network section.

Responsible to: County Scout Network Commissioner

Main Contacts: County Scout Network Commissioner, County Secretary, District Explorer Scout Administrators, District Explorer Scout Leaders, Scout Network Leaders, Members of the Scout Network.

Appointment Requirements: To understand and accept the Scout Associations policies, have a satisfactory CRB clearance and to complete the relevant adult training modules as out lined in the Scout Associations Adult Training Scheme and the Adults personal file.

"General" Main Tasks	"Specific" Tasks Agreed with the County Scout Network Commissioner
<ul style="list-style-type: none"> • Create and keep up to date records of all the members of the Scout network using the Membership data base system. 	
<ul style="list-style-type: none"> • Maintain records of potential members and Explorer Scouts over the age of 17. 	
<ul style="list-style-type: none"> • Record and document any process delegated by the County Scout Network Commissioner. 	
<ul style="list-style-type: none"> • Pass data, relevant to the Census, to the County Secretary. 	
<ul style="list-style-type: none"> • Ensure that all County Scout Network Records comply with the data protection act 1998. 	