



Scouts
NSW

Scouts NSW

**Position
Description**

**Region Office
Assistant**

Purpose of the position

To manage and maintain at a high level all facets of Scouting Administration and an efficient and courteous Public Enquiry facility for Scouting in the South Metropolitan Region.

The Region Office Assistant is responsible for the implementation of WHS procedures and Scouts NSW risk management principles to provide a safe and secure environment.

Reporting

Direct Reporting Line

The Region Office Assistant reports to the Region Commissioner on a day-to-day basis and works in conjunction with the Region Office Manager with a functional reporting line to the Chief Operating Officer of Scouts NSW State Service Centre.

This is a part-time role working 1 1/2 days per week (10 hours).

Responsibilities and duties

While carrying out the responsibilities of the role, the Region Office Assistant will:

- always uphold the purpose, principles and values of Scouts Australia,
- will adhere to the Adult Code of Conduct,
- will abide by the World Organisation of the Scout Movement, National and State policies, and
- will behave in accordance with the Scout Law and Promise.

Importantly, the Region Office Assistant will comply with, and ensure the implementation of all applicable legislative and statutory regulations.

Key Responsibility Area 1: Support and Communication

- i. Support the Region Commissioner (RC) in the delivery (in conjunction with local volunteer Leaders) of localised Region programs
- ii. Support the Region Team, District Commissioners and Scout Groups
- iii. General administrative duties including minutes, correspondence etc.



- iv. Supervision of voluntary staff working within the Region Office
- v. Management of mail and correspondence
- vi. Oversight of office provisions
- vii. Assisting the preparation of South Met Region Scout Council Annual Report.
- viii. Planning and organisation of Annual Report Presentation event
- ix. Follow up or advice to Groups on Scouting information and procedures
- x. Any other administrative duties as requested by the RC and Scouts personnel.
- xi. Compilation and distribution of Monthly Management Reports and statistics

Key Responsibility Area 2: Finance

- i. General regional accounting duties including receipting, banking, booking refunds, cost code allocations, payments
- ii. Manage Accounts Payable, and maintain suitable recordkeeping, for Region Office, Region Scout Camps and all Region managed Halls.
- iii. Prepare accounts reports for Region Executive Committee including debtors
- iv. Manage overdue/outstanding invoices.
- v. Co-ordinate petty cash expenditure
- vi. Compile and distribute monthly Income & Expenditure Report for each leasee
- vii. Co-ordinate rental payments for leasees

Key Responsibility Area 3: Training

- i. Monitor attendance records for all Training Courses.
- ii. Order Training material and distribute
- iii. Issue of invoices to Groups for Training Courses and New Leader Kits.
- iv. Maintain Member records after qualification

Key Responsibility Area 4: Activities

- i. Manage income and expenditure for Region-based activities, and deliver an Income and Expenditure report
- ii. Manage special Youth Member Awards and badges
- iii. Coordinate participant administration for various activities (including Jamborees)

Key Responsibility Area 5: Property

- i. Act as a first point of contact for Region-based properties.
- ii. Process long term and short term hire leases



Key Responsibility Area 6: Campsites:-

- i. Manage enquiries and bookings for Region Campsites.
- ii. Liaise with camp committee
- iii. Coordinate camp accounts including payments, bonds etc.

Key Responsibility Area 7: Event Administration (Awards)

- i. Coordinate the Queen'sScout and World Scout Award process for the Region
- ii. Prepare and distribute Leader Service and Award Reports
- iii. Process Adult Recognition Awards (annually)
- iv. Manage administration relating to awards including data, correspondence, submissions

Key Responsibility Area 8: Office Management

- i. Follow Work Health and Safety Guidelines and procedures, including risks;
- ii. Be responsible for opening/closing of office and arranging maintenance
- iii. Report all incidents
- iv. Management of region IT system in conjunction with State IT department
- v. Any other reasonable duties as directed by management

Required Work Experience & Skills

Essential Requirements

- i. At least three [3] years' experience as a supervisor in either business Administration or an Accounts Department.
- ii. Ideally, have completed or are in the process of completing a recognised Training Course in Business Supervision or Management.

Knowledge, Skills and Abilities

- iii. Be proficient in operating Microsoft Office 365 (Word,Excel, Access, PowerPoint, Outlook).
- iv. The ability to work with figures and carry out data interpretation functions.
- v. Well-developed verbal and written communication skills.
- vi. Good personal presentation.
- vii. Ability to analyse statistical data.
- viii. Well-developed planning skills
- ix. Good interpersonal relationship skills.
- x. The ability and understanding, to be able to work with voluntary staff.



Clearances

Prior to commencement of duties, the Region Office Assistant is required to hold a current Working with Children Check (Employed) clearance, have undergone background checks and provided results of a National Police Check.

Acknowledgement

I understand the above job requirements and the accompanying Employed Staff Culture Model guidelines, and that my fulfillment of these will form the primary basis of my performance reviews.

Employee Name _____

Employee Signature _____ Date _____

Manager Name _____

Manager Signature _____ Date _____

