

Role description for a ... County Scout Network Administrator



Item Code FS330022 Date May/04 Edition no 1

0845 300 1818

Title: Scout Network Administrator

Outline: To maintain and keep up to date records of the County Scout Network records

Responsible for: N/A

Responsible to: County Scout Network Commissioner

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

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in *The Scout Association's Adult Training Scheme* and the *Adult's Personal File*.

"General" Main Tasks	"Specific" Tasks Agreed with the County Scout Network Commissioner
<ul style="list-style-type: none">• Maintain and keep up to date records of all members of the Scout Network	
<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">• Maintain records of any other process delegated by the County Scout Network Commissioner	
<ul style="list-style-type: none">• Pass data relating to the census to the County Secretary	
<ul style="list-style-type: none">• Ensure that County Scout Network records comply with the Data Protection Act 1998	

The Scout Information Centre

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