



ROLE DESCRIPTION:

COUNTY WALKING TEAM ADMINISTRATOR

Role

To provide administrative support to the County Walking Adviser and team

Personal Qualities

A well as a love of the outdoors, particularly walking in all its forms, need to be methodical, well organised, attention to detail and computer literate.

Term

Is appointed for an initial term of three years and may be re-appointed for a further two years. Reappointment is not automatic.

Responsible to

County Walking Adviser

Working with

County Walking Adviser
Other members of the County Walking Team
County Outdoor Adviser
County Outdoor Team Administrator
County Treasurer
County Administrators
Introduction to the Hills Team

Expenses

Claimed from County Treasurer

Responsibilities

1. Attend Walking team meetings. Take minutes and circulate via MS Teams once approved by the Walking Adviser.
2. Monitor team members' training and ensure qualifications are kept up to date (A Safe Space, DBS, Outdoor First Aid and Walking qualifications).
3. Assist with organising Walking team events and deal with the administration and bookings. Liaising with the County Administrators regarding the initial set up of Eventbrite should bookings be taken via that platform.
4. Keep a record of Walking team equipment and ensure it is safely stored and available for use at Walking team events, and by units/members when they run their own.

5. Support Walking Scheme trainees with applications for county funding.
6. Work with the Walking Adviser to create Walking Team newsletters (every 2/3 months) and liaise with County Administrators to arrange for it to be published on the county website
7. Liaise with County Administrators to ensure Walking team events and trainings are advertised on the county website and in relevant monthly newsletters.
8. Liaise with the Walking Adviser and County Administrators to ensure county website content relating to walking is up to date.
9. Liaise with the Walking Team Facebook administrator to ensure events and trainings are promoted on the county's Members Only Facebook page and the Herts Guides Walking Team Facebook page.
10. Submit photos of walking events to the PR team and County Office, with the relevant photo consents for PR and website use as well as archives, where appropriate.
11. When the opportunity arises, organise a stand promoting the Walking team.
12. Liaise with the team Treasurer, County Treasurer and event organisers to keep track of Walking Team funds.
13. Request annual reports and accounts from the Introduction to the Hills team (ITTH).
14. Support the ITTH team with advertising of events.
15. Use a county designated email account for all correspondence relating to the role.
16. Only store records relating to the role on the County Microsoft Teams system.