



ROLE DESCRIPTION:

COUNTY OUTDOOR TEAM ADMINISTRATOR

Role

To provide administrative assistance to the County Outdoor Adviser and team

Personal Qualities

As well as a love of the outdoors and outdoor activities, being methodical, computer literate, well organised and having a good eye for detail.

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

The County Outdoor Adviser

Working with

County Outdoor Adviser
Other County Outdoor Team members
Divisional Outdoor Advisers
County Administrators

Expenses

Claimed from County Treasurer

Responsibilities

1. Be an active member of the county Outdoor team, working closely with all team members, providing administrative support as required and using Microsoft 365 applications.
2. Attend regular Outdoor team meetings, taking minutes and circulating them.
3. Act as Outdoor team representative at County Operation Group meetings (held quarterly) when the County Outdoor Adviser is unable to attend.
4. Assist with organising county outdoor events/activities as asked.
5. Deal with administration and bookings for county outdoor events.
6. Liaise with the County Administrators regarding advertising events in the monthly Billboard newsletter, on the county website and the initial setting up of Eventbrite to take bookings (where applicable).

7. Liaise with the PR team regarding promotion of county outdoor events/activities on social media platforms.
8. Manage communications for the Outdoor team.
9. Ensure the Outdoor Activities section of the county website is reviewed regularly and is kept up to date.
10. Use the County designated email address for correspondence relating to the role.
11. Only store records relating to the role on the County Microsoft Teams system.