



## **ROLE DESCRIPTION:**

### **COUNTY WALKING ADMINISTRATION LEAD VOLUNTEER**

#### **Role**

To provide administrative support to the county walking lead volunteer 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\*.

#### **Responsible to**

County walking lead volunteer

#### **Working with**

County walking team  
County outdoor team  
County administrators

#### **Expenses**

Claimed from county treasurer

#### **Responsibilities**

1. Attend quarterly walking team meetings. Take minutes and circulate via MS Teams once approved by the walking lead volunteer.
2. Process applications, payments and queries for walking events (4 per year).
3. Work with the walking lead volunteer co-create walking team newsletters and liaise with county administrators for it to be

published on the county website, advertised in Billboard newsletter and on social media platforms.

4. Publish Facebook posts on an adhoc basis.
5. Use a county designated email account for all correspondence relating to the role.
6. Only store records relating to the role on the county Microsoft Teams system.

\*Reappointment is not automatic