

Job Description for Area Administrator

Version August 2026

Responsible to:	Area Chair Day-to-day direction provided by the Area Lead Volunteer.
Base Location:	Cardiff and Vale Area Headquarters, the Hub, Maitland St, Cardiff, CF14 3JU
Role supports hybrid working:	Yes
Term:	Permanent
Hours:	10 hours per week
Salary:	£23,280 per annum, Band B, Level 3 (Salary will be pro rata based on a 35 hour week)
Internal Relationships:	Area Lead Volunteer, Area Youth Lead, Area Chair, Area Treasurer, Area Leadership Team, Area Trustee Board and other volunteers within Cardiff and Vale Area.
External Relationships:	Volunteers and staff within ScoutsCymru and The Scout Association. External providers of services, external contacts
Appointment Requirements:	Satisfactory disclosure check. Must complete the Growing Roots learning within three months of taking up the role. Commitment to the values of the Scouts

What is expected

This role provides professional, confidential administrative, financial and secretarial support to the Area Lead Volunteer, Area Youth Lead, Area Chair and Area Treasurer. You will help keep Area priorities, meetings, records, communications, bookings and routine financial administration organised, accurate and on track.

You will be joining a small, friendly and committed team that works closely with volunteers, staff and external contacts. The role would suit someone who enjoys variety, takes pride in providing a high-quality service, and is confident balancing competing priorities with a calm and helpful approach.

Job Description for Area Administrator

Version August 2026

No two days will be exactly the same. A typical week could include preparing papers for Area meetings, taking notes, responding to enquiries, processing invoices, administering Jubilee Campsite bookings, maintaining accurate records, checking databases and liaising with volunteers, staff, customers and external contacts.

Why this role matters

- You will make it easier for volunteers to focus on delivering great Scouting for young people.
- You will be a trusted point of contact for Area enquiries, meetings, records, bookings and routine finance administration.
- You will help strengthen communication, organisation and governance across Cardiff and Vale Scouts.
- You will work flexibly in a permanent, part-time role that supports hybrid working.

Key accountabilities

- Provide high-quality administrative support to the Area Lead Volunteer, Area Youth Lead, Area Chair and Area Treasurer, helping them deliver Area priorities effectively.
- Act as a welcoming and reliable central point of contact for members of the Scout Area.
- Provide a central point of contact for members of the public, local authorities, funders and other external agencies. This will include liaising with the ScoutsCymru Office and The Scout Association, National Headquarters at Gilwell Park
- Monitor Area inboxes, triage queries and respond or escalate in a timely, professional and helpful way.
- Support the Area Lead Volunteer in monitoring volunteer onboarding and compliance processes, including maintaining records of Welcome Conversations, disclosure checks, learning completion and other appointment requirements, producing reports and reminders as required.
- Assist with diary and booking management for Jubilee Campsite, including receiving booking requests, checking availability, confirming arrangements, maintaining accurate booking records and liaising with users before and after their booking.

Job Description for Area Administrator

Version August 2026

- Administer accounts and invoices using the Area accountancy software. This will include issuing invoices for equipment and Jubilee Campsite bookings, recording payments, following up queries and providing accurate information to support the Area Treasurer with financial oversight.
- Support the Area Treasurer by:
 - Maintaining financial records and accounting systems.
 - Processing invoices and payments.
 - Reconciling income and expenditure records.
 - Preparing regular financial summaries and reports.
 - Administering Gift Aid claims where applicable.
 - Supporting budget monitoring and forecasting activities.
 - Assisting with year-end accounting information and external examination requirements.
- Administer processes for Area events and occasions, as directed by the Area Lead Volunteer, including planning timelines, coordinating invitations and information, preparing papers, maintaining records and supporting follow-up actions for events such as the Annual General Meeting and Top Awards Celebration.
- Act as secretary to the Area Trustee Board, including preparing agendas and papers, maintaining action logs, coordinating meeting arrangements, recording decisions and ensuring governance records are maintained accurately.
- Support Area communications by maintaining mailing lists, updating website and social media content as directed, coordinating volunteer communications and assisting with the promotion of Area events and activities.
- Provide administrative support for volunteer recruitment and recognition activities, including maintaining records, coordinating communications, supporting award nominations and assisting with volunteer appreciation events.
- Produce regular management information and reports from digital systems to support decision-making by the Area Leadership Team and Trustee Board.
- Provide administrative support to Area projects and strategic priorities as agreed with the Area Lead Volunteer, Area Chair and Area Treasurer.
- Maintain the Area's electronic filing, SharePoint and document management systems to ensure records are accurate, accessible, secure and compliant with data protection requirements.

Job Description for Area Administrator

Version August 2026

- General administrative tasks including photocopying, collection of inward mail, arranging despatch of signed mail, maintaining correspondence and filing
- Use Microsoft Office applications to prepare, write and send correspondence
- Undertake other duties reasonably required to support the delivery of Area priorities, consistent with the nature and level of the role.

Skills and abilities

Strong planning and organisation skills, with the ability to keep tasks, records and deadlines on track.

Ability to multi-task, prioritise competing requests and know when to escalate issues.

Understanding of and ability to maintain confidentiality

Good oral and written communication skills

Ability to manage and coordinate electronic records systems

A collaborative approach and willingness to support colleagues and volunteers across the Area.

Able to communicate effectively and professionally with people at all levels in the organisation.

Able to develop effective working relationships across the Area and within The Scout Association

Able to prioritise workload to meet deadlines

Able to work independently with minimum supervision

Competent with MS Office (Excel spreadsheets, databases, Word and especially Outlook and SharePoint)

Knowledge, experience and qualifications

Education, training or experience sufficient to carry out the role successfully.

An interest in supporting the work of Cardiff and Vale Scouts and the wider Scout movement.

Experience of working in an administrative role

Strong attention to detail and ability to quality check work

Values and personal qualities

Commitment to the values of Scouts and to creating a welcoming, inclusive and supportive environment.

Ability to work effectively and co-operatively with others

Able to use own initiative

Excellent communicator

A positive team player who is willing to support others and contribute to a friendly, solution-focused culture.

Friendly and considerate of the needs of the Area's customers

Job Description for Area Administrator

Version August 2026

A self-starter with a practical 'can-do' attitude and the confidence to work flexibly and independently when needed.

Organised and discreet when dealing with sensitive and confidential information

Ability to communicate both orally and in writing in an effective and professional manner whilst projecting a positive image of the organisation

Composure under pressure

Other attributes

Flexible over working hours as some evening and weekend work is required