



## Role Description: Regional Coordinator: Heritage

### Role Purpose

The purpose of the Regional Coordinator: Heritage is to look after and maintain all the memorabilia and historical property collected or handed in by members over the past 100 plus years; keeping them in as good a condition as they can be kept, so that visitors may enjoy our history.

### Functions / Key Performance Areas

This role will include:

#### 1. MUSEUM AND STOREROOM

- a. Setting up and updating the displays using the large number of photos, uniforms, badges, scouting books, memorabilia, and miscellaneous artefacts that have been boxed and stored in the museum store room.
- b. Sorting and scanning of documents, digitizing photos and slides which are then collated and uploaded onto the Heritage Scout Wiki Web Site.
- c. Setting up and updating the displays that highlight major Scouting events, camps and both National and World Scout Jamborees.
- d. Checking regularly on Groups who have or are about to close down, if they have any items for the museum.
- e. Sourcing Scouting memorabilia from past members.

#### 2. LIBRARY

- a. Sorting and cataloguing the wide variety of books that have been collected over many years and are in need of attention.

#### 3. HISTORICAL ARCHIVES

- a. Sorting and categorising the vast archive records which include:
  - Newspaper cuttings pasted into scrapbooks, correspondence letters and personal Logbooks
  - A large collection of documents, photos and slides covering events like local and overseas Jamborees to mention a few.

#### 4. DIGITISED ARCHIVES

Develop a digitised storage in the cloud (SharePoint) where:

- Items can be kept for prosperity where members not in close proximity to a museum, may view them digitally.
- The abundance of memorabilia can be uploaded for sharing with all members.
- All National Coordinators : Heritage can use the same SharePoint platform for safe storage/display of items not on display in the Regional Museum.



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5. Any other tasks delegated by the Regional Commissioner.

### **Accountability & Reporting Structure**

Report to: Regional Commissioner  
Peers: Regional Coordinators – Heritage in other Regions

### **Delegated Power**

1. Any other related authorities delegated by the Regional Commissioner.

### **Period of Appointment**

A two year Appointment to be issued for this position.  
After the initial two year period this position will be reviewed.

### **Appointment Procedure**

Process as described in the Adult Support policy.

### **Other Agreed Tasks**

As agreed with the direct report, the candidate will also be responsible for:



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