

Job Profile

Department:	Gauteng Region
Position Title:	Regional Administrator
Line Manager:	Chief Executive Officer (but directly supporting the Regional Commissioner, Regional Finance Representative, Regional Property Representative and other Regional Team members)
Location:	Johannesburg (Work from Home)

Purpose of Role

The Regional Administrator is responsible for the day-to-day administration of the Gauteng Region of SCOUTS South Africa, including handling of financial transactions, properties including Regional Scout Grounds, adult membership, and online records. The role includes the provision of administrative support to the Regional Commissioner and the Regional Management Committee, and to Scout Groups in respect of Regional matters, and responding to enquiries from adult volunteers in Districts and Groups, and from the general public.

Nature of Role

This is a weekday mornings-only, primarily work-from-home role. A suitable home office, and access to broadband Internet at home are required. It may be necessary to work in the Regional Office one or more mornings a week, and to attend two evening or weekend meetings per month.

Accountabilities

Key Performance Area (KPA)	%Time
1. Online Database Management <ul style="list-style-type: none"> Fulfil the role of Regional Manager for SSA membership database (Scouts Digital) Maintain records of all Regional Team Members in the membership database Support Groups and Districts in maintaining Adult Leader records in the database Maintain current Gauteng Region contact lists, District and Group information Ensure compliance with SSA procedures in the processing of personal information 	
2. Administration <ul style="list-style-type: none"> Provide administrative support to the Regional Commissioner Ensure Group Social Partnership Agreements are signed, current and lodged online Manage Gauteng Region repository of online documents and physical documents Coordinate and support the annual online Group census in the Gauteng Region Provide support to Development Officers in registering new Scout Groups Provide administrative support for projects with third parties, including government Liaise with the relevant departments in the National office as and when required 	
3. Finance <ul style="list-style-type: none"> Provide support to the Regional Finance Representative Co-ordinate, verify correctness of payments, and send to accountant for payment Liaise with National accountant/s as and when required on financial transactions Assist in preparation of the annual budget of the Gauteng Region Oversee invoicing and collection of the annual Scout Group fee payment Assist to prepare, manage electronic collection of Group Annual Financial Returns Ensure compliance with Regional / National agreed financial approval process 	

4. Property <ul style="list-style-type: none"> • Provide administrative support to the Regional Property Representative • Process day-to-day Regional property transactions (payments, correspondence) • Provide administrative support for leases with local authorities in Gauteng • Assist the Property Representative to ensure Group compliance with property policy • Support the committees of Regional Scout Grounds with property administration 	
5. Retail <ul style="list-style-type: none"> • Provide administrative and practical assistance to the Regional Scout Shops • Assist with retail shop stock taking, and management of online shop systems 	
6. Communication and Enquiries <ul style="list-style-type: none"> • Be an agent on the Regional Help Desk support team (scoutshelp.freshdesk.com) • Attend to enquires via the Help Desk, social media, e-mail or telephone • Ensure that all internal or external enquiries are properly referred or resolved • Ensure that Regional information (contacts, Groups etc) on the website is current 	
7. Adult Support <ul style="list-style-type: none"> • Provide administrative support and assistance to the RTC Adult Support • Assist the RTC Adult Support in processing applications and appointments • Manage the printing and distribution of all certificates within the Gauteng Region • Manage the electronic exchange of documentation with the National office • Assist Groups with the adult member application and appointment process 	
8. Events and Training <ul style="list-style-type: none"> • Assist in ensuring that event and course information is updated on the website • Provide ad hoc support to the organisers of Regional events and training courses • Provide ad hoc coordination of event and training finances with the accountant/s 	

Autonomy

<ul style="list-style-type: none"> • Decides on the management of Regional information in line with SSA policies • Decides on the processing of day-to-day financial and property transactions, with approval • Decides on the dissemination of internal information, and external information with approval • Decides on the optimum use of resources and systems in order to achieve objectives

Minimum Requirements

Qualifications	Experience
<ul style="list-style-type: none"> • Matric / Grade 12 • Relevant further qualifications an advantage 	<ul style="list-style-type: none"> • 5 years of which 3 in an administrative role • Scouting background an advantage

Knowledge

- Proven competence in Microsoft 365 office applications (Word, Excel, Powerpoint)
- Proven competence in Microsoft 365 online services (Sharepoint, OneDrive, Teams, Forms)
- Familiarity with online and social media platforms (Websites, Facebook, Instagram, WhatsApp)
- Strong administrative capabilities, and basic accounting knowledge

Skills

- Capable of working alone, without supervision
- Good written and verbal skills in English, other official language/s an advantage
- Able to work remotely in a distributed team
- Ability to set and work to deadlines
- Ability to analyse, plan and organise
- Accuracy and attention to detail
- Good interpersonal skills, including online
- Exceptional integrity