



Role Description: **County Membership Information Analyst** (County Advisor - Volunteer)

Date: 1 March 2018

Outline: To work closely with the County Commissioner, County Chair and Board of Trustees to produce information about our membership, or potential members from various internal and external sources to allow informed decision-making, track progress against goals and provide Managers and Supporters in the County, Districts and Groups with helpful information to make their roles easier.

Responsible for: No direct reports.

Responsible to: County Commissioner

Main Contacts: County Team, District Commissioners, UKHQ Staff, Staff of the Regional Development Service.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory disclosure check.

Main tasks

- Produce monthly reports that provide insight to the progress of Norfolk Scouts and to support future decision making.
- Create reports that are beneficial to District Commissioners and Groups Scout Leaders to ease some burden on these busy roles
- Investigate and develop new reports or research that can aid Scouting in Norfolk to operate or develop
- Find and develop an understanding of other external information sources that can help with planning (School data etc.)
- Ensure that locally produced reports are stored securely in line with current Data Protection Regulations and destroyed in a timely fashion
- Support the resolution of data quality issues when they are found

Personal specification

As the County Membership Information Analyst this volunteer must be an approachable, friendly and helpful. After initial support they will be a subject matter expert in the membership information that we hold, and in the broader public data that is available. Be able to translate data into layman's terms to enable end users to understand how the information is beneficial and supports them.

You will be inquisitive and enjoy problem solving and administration tasks. You will need to be a problem solver and work independently.

Abilities, Skills and Experience

Essential

- Passionate about providing Scouting to more young people
- Good communication skills.
- Have a proactive and creative approach
- Able to communicate by telephone and email
- Be able to meet deadlines or negotiate changes
- Have the ability to combine information from several sources to create a clear picture
- Access to a PC, with very good IT skills, particularly in Microsoft Excel
- Attention to detail and a good eye for quality

Desirable

- Previous experience of using Dropbox.
- Previous reporting experience
- Able to commit around 3 hours a week on average
- Able to relate with young people and adult volunteers
- Understanding of Data Protection Regulations