

Membership Team – Administration Officer

Job Description

Main purpose of job: To handle all membership information regarding BB leaders, companies, and constituent BB groups

Responsible to: Business Director

Summary of responsibilities:

1. To input membership information on to The Brigade's central database, including:
 - a) Statistical returns, invoices and fees, issuing insurance certificates
 - b) Leader registrations, criminal record checks and any subsequent re-registrations
 - c) Records for camps, holidays and expeditions as advised by BB companies, battalions and districts
 - d) Leader records for mandatory Brigade training
2. When necessary, to provide administrative support for HQ training courses including bookings, course fees and pre-course preparations
3. To provide information and periodic reports for HQ staff
4. When required, to be the first line contact for telephone enquiries, including operation of phone system, night services and voice mail
5. To provide occasional cover for general email enquiries
6. To provide cover as required for other membership information duties
7. To ensure that accurate records are maintained for all areas of responsibility
8. Any other reasonable duties as requested by line manager