

Vacancy

Are you a good administrator, do you have a few hours each month where you can help adults do amazing things for young people across the Forest of Dean?

We are looking for someone who could be our District Secretary which involves:

- Taking & circulating notes at approximately 6 meetings a year
- Provide administrative support for the District Executive Committee
- Supporting the District Executive Committee in maintaining accurate records

If you have good IT skills, are good at communication and organisation, then you could be perfect for us. We will provide the training you need to understand your role and how you can help support Scouting give Skills for Life to adults and young people.

Note: This is a trustee role and personal enquiries and a DBS will be carried out.