

Volunteer role information

Commissioner supporting units

(Division or district commissioner)

Why Girlguiding?

Join our 80,000+ volunteers and supporters already making a massive difference to girls and young women. Volunteer for us as a commissioner and you'll become an inspiring role model for our volunteers and young members and help empower the people you work with to be their best.

Why do we love this role?

The unit meetings that girls go along to are at the heart of guiding. At these they get messy, make new friends and take part in activities and adventures to help them discover their potential. Our commissioners lead Girlguiding in their area, motivating and inspiring other local volunteers to make our meetings happen.

At Girlguiding we have different levels of commissioner. This role directly supports our units, led and supported by a county or division commissioner, depending on your local structure.

It's a busy and important role, where you'll focus on supporting unit volunteers to provide amazing experiences for girls and young women. You'll use your Girlguiding knowledge and experience to advise leaders and other volunteers on running their units to give young members the best opportunities. It's a fantastic chance to spot skills and support others to give something new a try.

Being a commissioner is a great opportunity to work with and get to know volunteers and girls across your area. You'll help girls and volunteers develop their confidence and skills, and give members a voice. You'll meet new people, challenge yourself and have fun with a team of skilled and knowledgeable people.

Some of what you'll do:

You'll be encouraged to create a team to help share responsibilities. Each commissioner team divides up responsibilities a bit differently, depending on their skills and size. So the tasks you do might vary, but could include:

- Using your skills to build and lead a team who are motivated and inspired to support all volunteers, plus creating an open and supportive environment through regular communication.
- Being in regular contact with unit teams, and making sure they can get in touch with you, plus making sure members in your team, and the wider area, feel valued and appreciated, including organising thanks and recognition events.
- Supporting unit teams to give girls the opportunity to take part in a high quality and varied programme, including adventures at home and overseas.
- Supporting unit teams to make sure all members are welcome by building diversity and inclusion into everything you do, plus ensuring the volunteer recruitment process is working well and new volunteers get a warm welcome.

- Sharing best practice across your district or division on opening new units, supporting existing units to stay open and helping girls successfully move between sections.
- Making sure team members and unit members in your area have access to learning and development opportunities, plus helping new leaders gain their leadership qualification by making sure they have the support they need and celebrating their achievements.
- Making sure units in your area assess, document and work to minimise risks, including keeping up to date with and following our policies and procedures and communicating these to others.
- Dealing with concerns about volunteers and safeguarding concerns in your area, plus supporting volunteers in your area to deal with complaints, and putting into practice any improvements needed as a result of a complaint.
- Being responsible for effective financial management and governance in your district or division, with your team's support, and being a trustee for your area.
- Representing and being the voice of your area at local meetings, plus being a local face of Girlguiding, including going to events and working with the local media to promote our aims and values.

What qualifications do you need?

You don't need any specific qualifications or previous guiding experience to become a commissioner. We'll give you training as part of your role. However, having some experience in Girlguiding would help to support unit teams to deliver great guiding.

Two or more people can share this role, becoming joint commissioners. There are plenty of exciting and creative ways to split the role, based on your interests, skills and passions.

What training and support do you get?

- We'll give you a thorough induction to your role.
- You'll be able to join regular Association commissioner calls on Zoom. These will let you share challenges, questions and stories, and work together to find solutions
- You'll have lots of training opportunities, including e-learning, face to face training and live online classrooms that you can do from home.
- You'll be part of a great support network with other commissioners and your division team and/or county team.
- We reimburse agreed expenses (agreed locally, so these may differ across Girlguiding).
- We have a clear complaints procedure and support to help sort out problems or disagreements.
- You'll get support from Girlguiding's assistance programme, which will help you manage your personal wellbeing (for British Girlguiding Overseas, please check with your chief commissioner).

Our website is full of information, tools and resources to help you in your role, including a dedicated [commissioner section](#).

What skills and attributes do you need?

Being a great commissioner involves lots of different skills, but some of the most essential are:

- ✓ People skills - being supportive, open, approachable and able to manage a variety of people
- ✓ Being able to deal with sensitive and confidential information
- ✓ Communication and listening skills - to problem solve and share ideas
- ✓ Ability to delegate and prioritise tasks - to effectively manage a team, recognising skills and development opportunities
- ✓ Time management skills - getting things done efficiently and planning for the future of your area

Skills you'll gain:

Being a commissioner is a great opportunity to learn transferable skills that will be useful in other areas of your life and career. These could include:

- Effectively chairing meetings
- Knowledge of systems and data management
- Financial awareness and management
- People management

A week in the life of...

No two weeks as district commissioner are the same! Yes, it can be busy with fundraising, events, recruitment, meetings and supporting and advising units. But with careful planning I can easily fit this around work and a busy family life. I particularly enjoy networking with other leaders and local organisations and visiting units either socially or on invitation to their special events. I get fantastic ideas for my own unit activities! In quieter weeks I have the time to focus on the girls in my own units.

I have come to see district commissioner as not only a role, but as a team. I have a treasurer, a GO/Membership lead and someone responsible for social media and communication. My background is in Rainbows and Brownies so I also have the help of a leader who can advise me on the older sections. We have a WhatsApp group of leaders from the district and one at division level of other commissioners. If I don't know the answer, someone else usually does! Communicating in this way is important for me in this role to ensure that we all feel supported, included and valued as volunteers.

Quick requirement check

1. Disclosure check: **Enhanced**
2. A Safe Space Level: **1, 2, 3 and 4**
3. Attends meetings: **yes**
4. Length of term: **Three years
(with the potential to extend for up to
two further years by mutual agreement)**

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. We're committed to making reasonable adjustments to support disabled volunteers so they have access to the same opportunities and experiences as non-disabled volunteers.

Please note this is a volunteer role and does not form part of any contract of employment.