



**Caring**  
**Challenging Fun**  
**Empowering**  
**Inspiring Inclusive**

## Volunteer Role Description

### ASSISTANT COMMISSIONER

Could you support your local Commissioner to lead, motivate and inspire a group of dedicated volunteers, making a real difference to guiding in your local area? Becoming a Division, District or County Assistant Commissioner could be for you!

**Role title:**.....

**Level (County/Division/District):** .....

**Supported by:**.....

**Suggested time commitment:**.....

**Length of time in role:** .....

**Location:**.....

**If you are interested in this role:**.....

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there - helping out with driving for trips and holidays, fundraising and events planning, or even doing the annual accounts for local groups. Others give their time as Leaders or Assistant Leaders for units, providing girls and young women with a space where they can be themselves. Whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

**‘As well as giving the girls amazing opportunities, I feel I’ve also personally benefited from volunteering. It’s really rewarding for me and I feel I’ve achieved something great.’**

Lisa, Girlguiding volunteer

# ASSISTANT COMMISSIONER

**Level:** County/Division/District

## Who can do this role?

Assistant Commissioners are women over 18 years old. They should already be, or be willing to become, a member of Girlguiding.

## Do I need a qualification?

You don't need a specific qualification to become an Assistant Commissioner, but training will be available to you as part of this role.

## What is the purpose of this role?

An Assistant Commissioner supports a level-specific Commissioner with general tasks or specific areas of work relating to the Commissioner role. The Commissioner and one or more Assistant Commissioners work together as a team, sharing tasks and making the most of their collective skills.

Becoming an Assistant Commissioner is a fantastic opportunity to influence guiding in your area. You can meet and work with different people and support the Commissioner to lead real change that improves the opportunities for girls and young women to experience guiding.

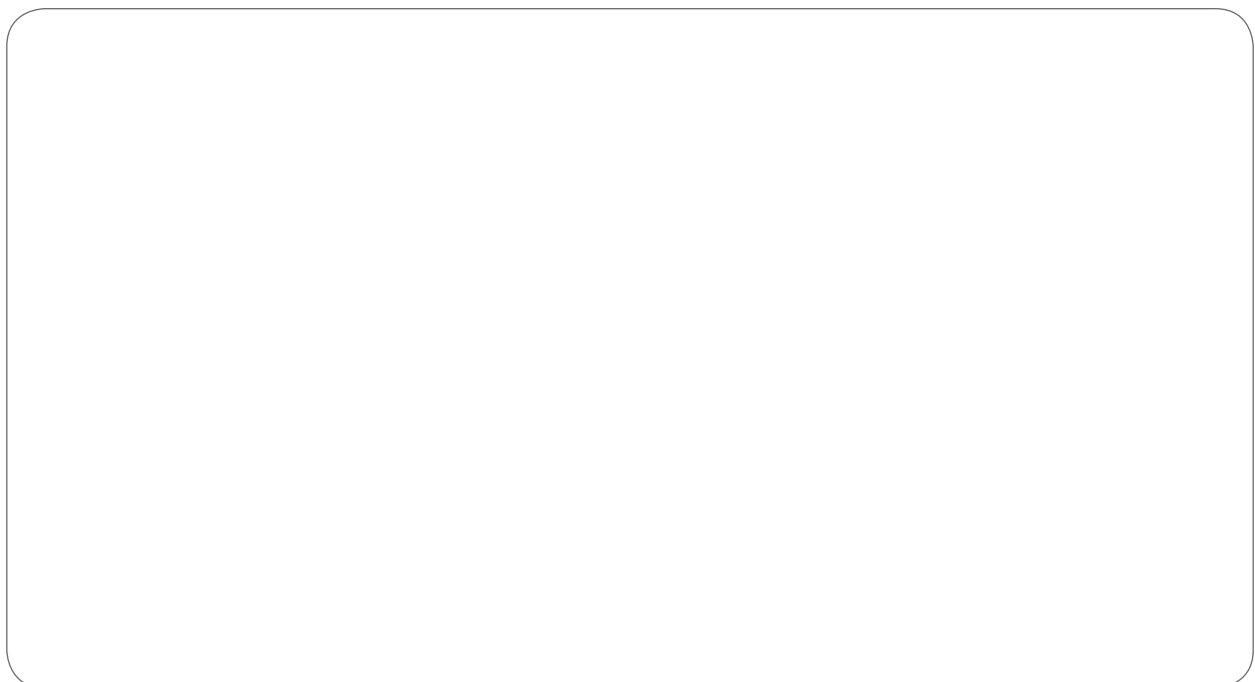
An Assistant Commissioner is invited to undertake the role by the local County, District or Division Commissioner; your term will not extend beyond the term of the relevant Commissioner.

## What will I do in the role?

The responsibilities listed below will be shared among the County, Division or District Team. As an Assistant Commissioner you will be working with others in your team, primarily with the Commissioner, to make the most of the skills and time you are able to give. As the Commissioner may require an Assistant to work with her on a particular area, the exact responsibilities of the role should be confirmed with your local Commissioner.

### General

- Provide support to the local Commissioner when needed.
- Work with the Commissioner, keeping each other up to date with local news and events.
- Ensure local guiding business is conducted efficiently and effectively via team meetings; establish appropriate methods of communication and build effective relationships throughout the team.



## Being part of your local guiding area

- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Promote opportunities for training, activities and fundraising.
- Maintain good communications with other Assistant Commissioners and Commissioners in your area.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.

## Being part of Girlguiding

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims and how these are being delivered locally.
- Learn about Girlguiding's policies and Code of Conduct.
- Be an ambassador for the values of Girlguiding.

## Promoting Girlguiding

- Represent the County, Division or District at external events where possible.
- Promote a positive image of Girlguiding at public events.
- Familiarise yourself with Girlguiding's key messages and promote these in your external communications.

## What will Girlguiding do for me?

- Provide a thorough and appropriate induction to the role and organisation.
- Help to develop skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).
- Provide guidance via *The Guiding Manual*.
- Provide support and development from fellow volunteers, including a local Commissioner and Girlguiding Advisers.
- Host meetings and events to share information at a local level.
- Reimburse agreed expenses (agreed locally and may differ around the UK).
- Provide references.
- Provide a clear complaints procedure and support to resolve problems or disagreements.

## Am I right for the role?

An Assistant Commissioner is one of the key roles that support volunteers to help girls and young women to experience how great Girlguiding can be. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

### Personal qualities

- An open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- A commitment to ongoing personal development.
- Enjoyment of meeting new people and having fun!

### Skills and abilities

While these skills and abilities are not essential when starting, they should be developed as part of the role.

- Excellent communication skills.
- Ability to manage time and prioritise tasks.
- Good decision-making skills.
- Ability to motivate and inspire adult volunteers.

- Computer literate and comfortable with using databases and email.
- High level of organisation, and ability to work on your own initiative.
- Ability to work as part of a team.
- Ability to manage a team effectively.
- Ability to deal with difficult situations.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

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