



WE DISCOVER, WE GROW

Girlguiding



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

COUNTY COMMISSIONER

Could you lead, motivate and inspire a group of dedicated volunteers? Do you have the strategic skills and vision to make a real difference to guiding in your local area? Becoming a County Commissioner could be for you!

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.

COUNTY COMMISSIONER

Level: County

Who can do this role?

County 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 a County Commissioner, but training and ongoing support will be given to you as part of this role, which includes a national/UK-wide induction weekend for new County Commissioners.

What is the purpose of this role?

Becoming a County Commissioner offers a fantastic opportunity to influence guiding in your area and create real change that improves the opportunities for girls and young women in your area and their experience of Girlguiding.

The County Commissioner is responsible for and accountable to the whole membership of the County. By leading a team of dedicated and skilled volunteers you will work with others to ensure that quality guiding is delivered whilst using your vision and strategic thinking skills to take Girlguiding forward in your area, in line with local priorities, country / region guidance and the wider Being our best strategy.

As County Commissioner you are both an internal and an external 'figurehead' for guiding. You should be a visionary leader who can develop a strategic plan, communicate effectively at all levels and network with local communities. You will need to give time to building up relationships and managing people. A County Commissioner directly supports Division Commissioners who in turn support District Commissioners, where this structure exists. You will work with support from your Country / Region.

A County Commissioner role may vary depending on local need and the exact nature of the role will vary depending on the size of the county. You have flexibility in how you approach the tasks set out in this role

description; the role can be shared between two or more people as Joint Commissioners and you may also appoint Assistant Commissioners to support you. The County Commissioner role sits within a team of county-level volunteers and many of the tasks can be delegated to others, utilising the expertise within the county and making the role flexible and collaborative.

The County Commissioner role is also an opportunity to engage with teams across your area, challenge yourself, meet new people and have fun!

What will I do in the role?

The responsibilities listed below can be shared among the County, Division or District Team. As a County Commissioner you will not be expected to carry out all of these tasks and may choose to delegate parts of the role to other volunteers, modelling effective team work and working together to make the most of the skills and time you are each able to give.

Strategy

- Develop a shared vision for guiding in your county and devise a County Plan with your team, to be reviewed and updated regularly
- Understand the key aims of the UK-wide strategy (Being our best) and how to relate this to county-level strategies, annual planning and local Guiding.
- Keep up to date with Country / Region and Girlguiding UK priorities and regularly share updates with your teams, linking these to county-level interests.
- Undertake the legal responsibilities and financial duties associated with being a trustee for Girlguiding in your County (where applicable).

Leadership and team management

- Lead and support a dedicated team of volunteers to ensure high quality guiding is happening in your area, focusing on providing more opportunities for girls to get the most out of guiding.
- Identify and evaluate the skills and roles required to build an effective team and appoint accordingly
- Manage enquiries, complaints and disputes in a timely fashion.
- Manage safeguarding queries and ensure you and your team have the necessary training to do this effectively.
- Ensure a programme of high quality local 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.
- Recognise the commitment of all adults within the area, giving informal thanks and, where appropriate, nominating individuals for awards.
- Help members of the team to identify and fulfil training needs.
- Recognise when support is needed by members of the team and respond appropriately.
- Management of paid staff as appropriate

Membership growth

- Utilise local knowledge and data on volunteer and girl recruitment and retention to build a County Growth Plan tailored to local needs.
- Lead on strategies for recruiting and retaining more girls and volunteers in your area, delegating actions to the team.
- Understand membership needs, be aware of change and look at local demographics and external developments.
- With support from local teams, ensure that new volunteers receive a warm welcome and full induction to the area, developing creative ways to support teams to do this.
- Support work around girls transitioning between sections and transferring within the area.
- Promote inclusion and provide support to units in your area to include all girls and adult volunteers.

Administration

- Develop budgets and take responsibility for funds and financial matters, ensuring policies are updated and adhered to.
- Effectively manage your roles and responsibilities associated with any Girlguiding property held in your County.
- Ensure that all administrative resources for the area run effectively and online databases are kept up to date.
- Submit and update training and events dates on the area calendar, or equivalent.

Being part of your local guiding area

- Promote local, UK 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 Commissioners in your area.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.
- Work with Division and District Commissioners to promote high quality guiding and build successful working relationships.

Being part of Girlguiding

- Be committed to undertaking relevant training, including the UK County Commissioner Induction and Refresher training weekends.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's UK-wide 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.
- Implement and develop external partnerships, eg with local groups, Trefoil Guild, local authority.
- 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, including a handover with the outgoing County Commissioner.
- Allocate you a Mentor to support you in your role (where appropriate).
- Help to develop skills and abilities to perform the role by providing relevant training opportunities (including digital learning where possible and a UK-wide training weekend at the start and midway point in your role).
- Provide guidance via the County Commissioner Handbook and support from CHQ.
- Provide support and development from fellow volunteers, including a Commissioner at the level above (Chief Commissioner), other Commissioners and Advisers.
- Host meetings and events to share information at a local and national/UK 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?

A 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 or be willing to develop the qualities, skills and abilities outlined below.

Personal qualities

- An open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- A commitment to ongoing personal development.
- A commitment to the Girlguiding values.
- 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.
- Strategic thinking skills.
- Inspirational leadership skills and an awareness of different leadership styles.
- Good critical thinking and decision-making skills.
- Conflict management skills.
- Delegation skills
- Ability to formulate a vision for the County and develop and implement County Plans and County Growth Plans
- Ability to manage a team effectively and manage individual volunteer performance
- Ability to chair meetings.
- Ability to motivate and inspire adult volunteers.
- Ability to deal with difficult situations.
- Ability to work as part of a team.
- Ability to manage time and prioritise tasks.
- Personal resilience and self-awareness.
- Computer literate and comfortable with using databases and email.
- High level of organisation, and ability to work on your own initiative.
- Innovative and creative thinking
- Risk management
- Change management
- Flexible working
- Guiding knowledge, to include Guiding operations, strategy and governance

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.

As this role works directly with young people, you will be required to complete a criminal record disclosure check, carried out by a local verifier.

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