



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. The role can be shared between two or more people as Joint Commissioners and you may also appoint Assistant Commissioners to support you.

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.

An overview of the role

As a County Commissioner you may choose to delegate parts of the role to others in your county; modelling effective team work 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.
- **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.
- **Membership growth:**
Lead on strategies for recruiting and retaining more girls and volunteers in your area, delegating actions to the team.
- **Administration:**
Ensure that all administrative resources for the area run effectively and online databases are kept up to date. This includes finance, data protection, property and GO.
- **Being part of your local guiding area:**
Maintain good communications with other Commissioners and units in your area.
- **Being part of Girlguiding:**
Learn about the structure of Girlguiding and how your responsibilities and position fit within it and be an ambassador for Girlguiding.
- **Promoting Girlguiding:**
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.
- 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.
- 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.