



ASSISTANT COUNTY COMMISSIONER

role information



The **Assistant County Commissioner** role is an exciting opportunity to be part of the County **leadership team** of volunteers to deliver good guiding in your County and to ensure that girls have amazing opportunities. You must be aged between **18 – 30** at the commencement of your role. This is for a term of **5 years** and is a **Girlguiding Ulster Chief Commissioner** appointment. You will be a **Trustee** of Girlguiding Ulster and expected to attend 4-5 Girlguiding Ulster Trustee meetings per year along with any ad hoc meetings as required.



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As Assistant County Commissioner what will I be expected to do?

While the County Commissioner leads the County this does not mean that the County Commissioner does everything herself. One of your key duties will be to support the County Commissioner, Deputy County Commissioner and the County Executive team.

To help you in your role, as well as the County Commissioner and Deputy County Commissioner, you will have a team of Lead Volunteers who will help you to deliver the County action plan. These key players may be members of the County Executive, if not they will be expected to attend County Executive meetings and report on their areas of work.

The members of the County Executive are the trustees of your County and as such, in addition to their own areas of expertise, they like you will have joint responsibility for ensuring that the County is well run, financially viable and delivering on what the county is expected to do.

As Assistant County Commissioner your role will include;

- ▶ Assisting in appointing advisers, lead volunteers and District Commissioners within your County
- ▶ Supporting and coaching leaders through any challenges that may arise
- ▶ Specific duties agreed by yourself, the County and Deputy Commissioner and County team

These specific duties will include opportunities for you to:

- ▶ Champion participation from the 14-30 age group, in planning and decision-making throughout your County
- ▶ Identify ways to improve the 14 - 30 representation within Girlguiding
- ▶ Chair your County's Young Member Executive, ensuring their feedback is sought on a regular basis



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- Enthuse young girls to get involved in Guiding and continue to grow within the organisation as they become young adults
- Promote GOLD, International opportunities, Duke of Edinburgh, Queen's Guide and Peer Education alongside your County's Lead Volunteers
- Participate in Guiding events locally and regionally, regularly taking the opportunity to communicate with and seek the views of girls and young women via visits, the website, social media, newsletters, and other opportunities as they arise
- Plan desired events and develop resources with your county Young Member Executive, locally and potentially regionally in conjunction with the 4 Assistant County Commissioners and the Assistant Chief Commissioner

What training and support will be available?

Training available to you will include:

- A thorough induction into your role from the Girlguiding Ulster Chief Commissioner Team
- Trustee training - Girlguiding Ulster and Commissioner and County teams as necessary
- As a Commissioner, you will take part in A Safe Space level 4 training
- Ongoing support will be provided by the Ulster Chief Commissioner and her team and the staff team at Girlguiding Ulster. Commissioner calls are facilitated by Girlguiding UK on a regular basis
- Girlguiding Ulster or your County will reimburse agreed expenses



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What skills, knowledge and experience 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

What will be the benefits to me through taking on the role of Assistant County Commissioner?

Taking on the role of Assistant County Commissioner is a great way of learning new skills such as teamwork, leadership skills, event planning, budgeting, time management, communication and motivation. If you are in employment or involved in further education, then these are also skills which employers want to see and would look great on your CV and make you stand out from other applicants when applying for a new job or promotion.

For those with a large skill set from employment / previous experience, this is a great opportunity for you to use your skills to lead and motivate others sharing your expertise, taking the county forward as well as growing others to be able to take on this and other key roles in the future.

Overall, this is a great opportunity to do something valuable in your community, meet and work with new people, learn new skills and most importantly have lots of fun!

